



Anglican Diocese of Melbourne

Melbourne Anglican Diocesan Corporation Ltd

PERSONAL ASSISTANT - BISHOPS

Join a large and dynamic values-driven organisation working as a part-time Personal Assistant to one of our Bishops. 12-month parental leave contract.

Background

The Anglican Diocese of Melbourne is a large and dynamic organisation comprising of over 200 parishes located throughout metropolitan Melbourne and extending to include the Bellarine and Mornington Peninsulas.

The Personal Assistant role works closely with and supports our Bishops – senior leaders in the Diocese of Melbourne. We can offer different part-time options and are flexible as we have more than one parental leave PA role available.

If you have Personal Assistant or Administrative Support experience, well-developed interpersonal and communication skills, enjoy variety and working across a broad range of areas – then this could be the role for you!

You will be responsible for:

- Managing communications on behalf of the Bishop – monitor calls, emails and take appropriate action when required;
- Providing administrative support including creating & managing data and documentation including agendas, minutes, proposals and responses;
- Calendar coordination and management;
- Drafting communications and correspondence on the behalf of the bishop;
- Planning, coordinating and organising meetings across the diocese;
- Travel management for the Bishop including managing bookings, producing itineraries and travel documentation;
- Coordinating and manage monthly expenses and corporate credit card reconciliations;
- Supporting other areas of the Episcopate as the need arises and where additional support is required for projects.

To be successful in this role you will have:

- Two or more years of proven experience in a similar role;
- Well-developed interpersonal skills and experience in dealing with people at all levels;

- Well-developed time management and organisational skills;
- Strong written and verbal communication skills;
- Demonstrated track record in being able to work with minimal supervision
- Advanced computer literacy in Microsoft Office, especially in Outlook, Word, Excel and PowerPoint;
- Experience in making travel arrangements and organising conferences;
- The ability to handle confidential information and demonstrate professional discretion;
- Current Police Check and Working with Children Check or be willing to apply for these

At the Anglican Diocese of Melbourne, we are professionals who foster a culture of empowerment. We are a close-knit small team that supports the Diocese of Melbourne. You will be trusted to manage your own work. Therefore, we are looking for someone who is:

- Autonomous – you must be a self-starter and solution oriented;
- Empathetic – you must have empathy for the Anglican Church and its mission;
- Professional – we are looking for someone who can operate at high standards;
- Detailed – detail matters and you will need exceptional attention to detail; and
- Teachable – no matter what your age or experience, there is always new approaches and new things to learn.

In return for your skills and enthusiastic commitment you will have an opportunity to work with an organisation that makes a difference in the lives of many varied individuals across Victoria.

We currently offer flexible work arrangements in the form of a hybrid work model, a blend of in-office and working from home.

You must have full working rights and a current valid driver's license and be willing to provide proof of a valid COVID-19 Vaccination.

To apply please forward your cover letter and resume to positions@melbourneanglican.org.au by midnight on Sunday 15 October 2022.

Applications will be progressively reviewed before the closing date.

[Click here to view the position description.](#)

We are not accepting candidates from Recruitment Agencies.