



Administration Assistant Anglican Diocese of Tasmania

Location: Hobart (this position is based in Hobart, with flexibility to consider remote working arrangements from other parts of Tasmania)

Job Type: Fixed-term (0.8 - 1.0 FTE negotiable for two years)

Closing Date: 31 October 2022 (please note we will be reviewing and processing applications as they come in, so don't delay in applying)

About The Anglican Diocese of Tasmania

Bishop Richard Condie, the current Bishop, wants [making disciples of Jesus](#) to be at the core of everything we do. To make that possible, there is a lot of work being done behind the scenes to make sure that the Anglican Diocese of Tasmania is an environment where our parishes are safe for all, and in particular for children and young people.

The Safe Church Communities Program is centrally administered under the authority of the Safe Church Communities Ordinance. The Registry supports the mission and ministry of the Bishop and Parishes in the Diocese of Tasmania through creation and maintenance of administrative and financial systems.

About the Role

This varied position supports the work of the Registry with a focus on Safe Church Community endorsements and processes. The successful applicant will be expected to work without direct supervision on a day to day basis and for routine matters. Other administrative work in the Registry will be included depending on the skills of the successful applicant.

About You

You are good at administration! We are looking for someone who sees the value in well ordered and smoothly operating systems and can connect that to the Diocesan vision to make disciples of Jesus.

Selection Criteria:

- Required to maintain Safe Church Communities endorsement to Coordinator level, including a Working with Vulnerable People card
- Sound administrative skills and the capacity to prioritise a range of tasks
- Good time management with the proven ability to meet deadlines
- Excellent communication skills to enable parishes to undertake the necessary administrative work in the Diocese with a minimum of friction
- High level interpersonal skills, including the ability to work with grace under pressure and to manage expectations of other team members
- Ability to work independently and to maintain confidentiality
- Ability to apply processes with an eye to detail
- Experience with the Microsoft Office Suite, Salesforce or similar CRM, or ability to acquire these skills rapidly
- Ability to interpret and communicate policy with confidence

How to apply

Please send applications including a resume, a cover letter addressing the selection criteria, and 2-3 referees to personnel@anglicantas.org.au by 31 October 2022.

For further information, please contact Mr James Oakley, Diocesan Registrar, by email at registrar@anglicantas.org.au or by phone on (03) 6220 2019.