

The Anglican Diocese of Ballarat

Registrar/Business Manager



The Anglican Diocese of Ballarat seeks expressions of interest from suitably experienced people to fill the role of Registrar/Business Manager.

This is a full time, senior leadership position based in Ballarat, with some travel requirements.

The Registrar will report to the Bishop and will oversee all activities of the Registry Office, working with parishes and other ministry centres in providing administrative support to facilitate the Diocesan mission.

The Registrar plays an important role in the good governance of the Diocese, including with respect to financial & property management, risk mitigation, compliance with statutory obligations, and planning.

The successful applicant will be a collaborative, organised and self-motivated person; a team-builder who is also capable of working independently, with excellent communication and inter-personal skills.

Further information may be obtained by contacting The Ven. Canon Scott Lowrey at scottl@ballaratanglican.org.au

Expressions of interests should be sent to the above email address or PO Box 89 Ballarat, by Friday 14 February 2025..