



Anglican Church

Diocese of Bunbury

Diocesan Secretary

The Diocese of Bunbury is seeking a competent Diocesan Secretary to join a small team in the Diocesan office. Applicants should be confirmed Anglicans or willing to be received into the Anglican Church.

The Diocesan Secretary will participate in a Diocesan Oversight role as a member of various committees and will require an informed understanding of the strategic and operational functions of the Diocese.

The person will have proven acumen in business management and development in areas of finance, compliance, human resources, and information technology.

In addition to financial and administrative strengths, will be a proven track record of personal and professional qualities necessary for serving effectively at a management level in a complex organisation. These strengths should include outstanding interpersonal skills, superior organisational skills in practice and planning, and the ability to support, make and communicate decisions both internally and externally.

The Diocesan Secretary will need to support the mission of the Anglican Church through personal example both in and out of the office. They will need to actively support the Church and consistently espouse this mission in their interactions with all stakeholders.

The person will need to exhibit excitement for and a willingness to be flexible and to competently perform a wide range of tasks.

The Diocesan Secretary will report directly to the Bishop and will be responsible for the delivery of services in the following areas:

- Asset management
- Property administration
- Legal administration
- Financial management
- Personnel management and staff welfare
- Compliance with standards and legislation
- Contract management
- Occupational Health and Safety
- Risk management
- Strategic Planning
- General administration duties

In return you will be rewarded with a competitive remuneration package.

To apply for this opportunity, please submit a cover letter and current Resume to the Archdeacon via email at archdeacon@bunbury.org.au or by post to

Postal Address: PO Box 15, Bunbury, WA, 6231

Diocesan Office Address: 11 Oakley Street, Bunbury, WA, 6230

Website: www.bunburyanglican.org

Closing Date for Applications: 5.00pm, Wednesday, 14 July 2021

Confidential enquiries may be directed to Stephen Biggar via email at registrar@bunbury.org.au