

## Position Description

### Executive Assistant

<b>Business Unit</b>	Episcopate and Leadership
<b>Location Details</b>	St Francis College Milton
<b>Employment Status</b>	Part-time, 30.4 hours per week
<b>Reports To</b>	Director of Discernment and Formation
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	<b>Internal:</b> Principal, St Francis College Regional Bishops Director of Discernment & Formation Deputy Director of Formation Ministry Education Commission Clergy The broader Anglican Community
	<b>External:</b>

## Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. ACSQ works to care for and improve the life of the community through our network of parishes, schools, education and care services, community services, ministry education, and social justice and advocacy. We operate 133 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

### Our Vision

*Flourishing faith communities: proclaiming and serving, worshipping and learning*

### Our Mission

**The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.**

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

### Our Values

**We aim to be:**

- **Faithful** – steadfast in love for God and each other and steadfast in purpose to undertake God's mission
- **Imaginative and creative** – being intentional about reforming culture and traditions for God's world
- **Courageous** – to risk new things and where necessary to make bold decisions
- **Authentic** – being genuine and confident in living and speaking about what we believe as followers of Christ
- **Comprehensive** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to dialogue and learning

## Your Role and Purpose

This role will be responsible for providing high level confidential administrative and executive support to the Diocesan Director of Discernment & Formation (DDF) including the ability to:

1. Build and manage relationships with key stakeholders.
2. Manage and facilitate the scheduling of Director's diaries, activities and appointments.
3. Maintain and facilitate reporting processes and records management.
4. Assist in the delivery of annual Discernment and Formation events such as Seekers' Days, Discernment Reflection Days, Vocation Discernment Conference, Formation Intensives and retreats.

## Key Accountabilities

- ▷ Maintain the reporting process and records management system for DDF
  - Maintain database and website.
  - Manage all communication channels with relevant stakeholders and determine priorities and action required to coordinate responses.
  - Manage physical and electronic records for DDF and Archbishop of the Anglican Church of Southern Queensland.
  - Scan, register, file and save electronically (as appropriate) documents and records received from enquirers, candidates, supervisors and Examining Chaplains during their Discernment and Formation period.
  - Ensure timely retrieval of current and archived records as requested by Archbishop and DDF according to diocesan policy.
- ▷ Coordinate and assist in the organisation of annual events and reporting for DDF
  - Organisation of Discernment and Formation events such Seekers' Days, Discernment Reflection Days, Vocation Discernment Conference, Formation Intensives and retreats.
  - Liaise with candidates in relation to Discernment and Formation events to ensure they are fully conversant with expectations and requirements.
  - Collaborate with Executive Assistant to Archbishop to organise correspondence for enquirers and candidates in relation to their progress through the program.

## Other Duties

---

- ▷ Promote and uphold the values of the ACSQ at all times.
- ▷ Respect the privacy of clients and staff, ensuring information relating to residents, clients and staff is not to disclosed, or damage the reputation, viability, or profitability of the ACSQ.
- ▷ Work in collaboration with other team members and contribute to a team culture that is productive, professional, collaborative, flexible and aligned to Diocesan values.
- ▷ Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.

## Key Skills and Experience

- ▷ Engaging communicator with confidence and humility.
- ▷ High level of written and oral communication skills incorporating the qualities of integrity, tact, ethical conduct, and confidentiality in relation to candidate records and reporting,
- ▷ High level skills in the use of Microsoft Office suite, Microsoft Teams, and website program for records management.
- ▷ Ability to show initiative, work autonomously, meet deadlines, establish work priorities, and always utilise discretion and confidentiality,
- ▷ Maintain close liaison and collaboration with Directors and Executive Assistant staff within the Diocese.
- ▷ Adaptability, flexibility and resilience for personal performance and effectiveness.

## Role-Specific Requirements

- ▷ Tertiary qualification with relevant experience, or extensive relevant experience and proven competence.
- ▷ Hold and maintain a current National Police Certificate and Blue Card, (or the ability to acquire them).
- ▷ A current Driver's License

## Decision-Making Authority

As per the ACSQ Delegation of Authority Schedule

## Our Team

