CATHOLIC ARCHDIOCESE OF SYDNEY

Position Description
Administrative Assistant

Reporting to:	Senior Manager, Office for Clergy (OFC)
Department:	Office for Clergy
Location:	St Martha's, Leichhardt
Employment Status:	Full-time
Modern Award Coverage and Classification:	Clerks Private Sector Award – Level 2
Direct Reports:	Nil

The Position:	The primary purpose of the Administrative Assistant position is to provide the administrative assistance needed within the Office for Clergy. The Administrative Assistant will be working closely with various members of the Office for Clergy as directed by the Senior Manager – Office for Clergy. In addition to administrative duties, this role requires a high level of sensitivity and discretion. The Administrative Assistant may be privy to confidential information regarding clergy health, wellbeing, or personal circumstances, and must be prepared to navigate delicate matters or situations. This position is a vital part of supporting and sustaining the mission and wellbeing of clergy, helping to ensure priests thrive in their ministry.

Responsibilities:	The Administrative Assistant is accountable to the Senior Manager, Office for Clergy, and will assist in the following:
	
	• Administrative support for Clergy Formation and Conferences for the Archdiocese of Sydney, including but not limited to:
	  ○ Clergy Conferences
	  ○ Clergy Retreats
	  ○ Live In Clergy Conference (usually once every two years)
	  ○ Clergy Ongoing Formation Workshops
	• Assist with event administration tasks including but not limited to:
	  ○ Coordinating communications with stakeholders such as speakers, clergy, sponsors, market day holders, and venue providers
	  ○ Arrange speaker travel arrangements and hospitality requirements
	• Provide general administration assistance including but not limited to:
	  ○ digital and physical filing of documents accurately
	  ○ monitoring general emails and phone calls directed towards the Office for Clergy in a timely and professional manner
	  ○ Assist with the preparation of communication materials, newsletters and digital content as required.

Inter- Relationships	The Administrative Assistant primarily interacts with the following internal and external stakeholders: • Senior Manager – Office for Clergy • Executive Officer, Ongoing Formation of Clergy • The Committee for Ongoing Formation of Clergy • Vicar for Clergy – Formation • Vicar for Clergy - Wellbeing • Vicar General • Vicar for Immigration and the Catholic Immigration Office • Vicar for Consecrated life • Clergy Wellbeing Co-Ordinator • Clergy of the Archdiocese and Religious Congregations • Chancery Office Staff • Parishes and Agencies • Other Dioceses • Other external bodies
Qualifications and Experience:	The ideal Administrative Assistant will have: • Relevant experience in a similar role • A knowledge of Church structures and processes • High level interpersonal and communication skills, particularly a confident and professional telephone manner • Excellent written communication skills • Sound working knowledge of Microsoft Office suite of applications • Demonstrated commitment to service and a willingness to be accountable for performance • Experience and competence in working with minimal supervision while remaining a team player
Attributes:	The Administrative Assistant will demonstrate the following attributes: • Professional manner and presentation • Demonstrated commitment to the ethos and values of the Catholic Church • Sound people skills and a preparedness to work within a team • Attention to detail and a well-ordered approach to work • Awareness of and a commitment to client service • Good communication skills

	• Proactive approach and a commitment to do what is reasonably necessary to ensure deadlines are met • Ability to operate with discretion and complete confidentiality • Ability to develop and maintain relationships with workplace peers, clergy and staff from other agencies • A commitment to complying with the Archdiocese's modern slavery risk management obligations and initiatives obligations as required
Performance Measures:	The performance of the Administrative Assistant will be assessed on a regular basis having regard to: • Their performance on the key responsibilities and attributes for this role • Their ability to develop and maintain strong, positive and effective relationships with Clergy, Chancery staff, parishes and agencies • Service levels and the level of satisfaction expressed by key stakeholders

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the ***Archdiocese Commitment Statement and Safeguarding Policy***

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.