



Executive Assistant

The Anglican Schools Corporation - Hurstville NSW 2220

Do you enjoy variety, thrive on challenge and love to be busy? Come and join a team who work hard, laugh frequently and achieve great outcomes.

- Be part of a fun, friendly team supporting hard-working executives
- Manage a broad range of responsibilities
- Support the ASC mission to provide quality, affordable Christian education

The Role

We are seeking a professional, experienced Executive Assistant to support two of our Executive: the Chief Risk Officer and the Director of Education and Mission. This is a busy, multi-faceted role and will suit someone who thrives in a dynamic environment. Experience in providing high level executive support with the ability to triage, manage and solve problems, whilst exercising initiative, sound judgement, compassion and confidentiality. The Executive Assistant will be comfortable engaging with a wide range of people, managing competing demands, balancing conflicting priorities and negotiating workable solutions.

The Organisation

The Anglican Schools Corporation is established by the Anglican Church Diocese of Sydney to provide an affordable, quality Christian education. The Corporation owns and operates 18 schools across 19 campuses across the greater Sydney area, the South Coast and Central West of NSW, catering for the academic, spiritual and pastoral needs of over 17,500 students.

The Anglican Schools Corporation (ASC) Group Office is responsible for the delivery of financial, IT, HR and capital works management services to the Corporation's 18 schools and governing bodies. The Chief Risk Officer and Director of Education and Mission report to the CEO.

The Challenge

Whilst the role will deal with the traditional EA tasks such as diary and inbox management, meeting coordination and minute taking, you will also have the opportunity to work on key initiatives and projects.

The Application

Interested applicants are encouraged to apply early as we may commence the interview process prior to the closing date. For a confidential conversation about the role, please contact Merryn Clarksmith 8567 4037.

To apply for this role, please email your CV, a cover letter outlining your interest and suitability and the names of three referees to recruitment@tasc.nsw.edu.au - at least one referee should be your current minister or someone from your church who can attest to your Christian faith and practice.

Only applications submitted via email will be acknowledged.

Applications due by 5:00pm on Friday 16th February 2024

Position Description – Executive Assistant to Chief Risk Officer and Director of Education and Mission

Position Title:	Executive Assistant
Published:	January 2024
Department:	Anglican Schools Corporation - Group Office
Location:	Hurstville, NSW
Load:	Full time – temporary contract (one year leave position)
Context:	<p>The Anglican Schools Corporation is established by the Anglican Church Diocese of Sydney to provide an affordable, quality Christian education. The Corporation owns and operates 18 schools across 19 campuses across the greater Sydney area, the South Coast and Central West of NSW, catering for the academic, spiritual and pastoral needs of over 17,500 students.</p> <p>http://www.tasc.nsw.edu.au</p> <p>The Anglican Schools Corporation (ASC) Group Office is responsible for the delivery of financial, IT, HR and capital works management services to the Corporation’s 18 schools and governing bodies. The Chief Risk Officer and Director of Education and Mission report to the CEO.</p>
Position:	<p>We are seeking a professional, experienced Executive Assistant to support two of our Executive: the Chief Risk Officer and the Director of Education and Mission. This is a busy, multi-faceted role and will suit someone who thrives in a dynamic environment. Experience in providing high level executive support with the ability to triage, manage and solve problems, whilst exercising initiative, sound judgement, compassion and confidentiality. The Executive Assistant will be comfortable engaging with a wide range of people, managing competing demands, balancing conflicting priorities and negotiating workable solutions.</p>
Responsible to:	Chief Risk Officer (CRO) and Director of Education and Mission (DEM)
Relationships:	<p>Internal: Chief Risk Officer, Director of Education and Mission, Group Office executive team, Group Office administration team, school personnel</p> <p>External: hospitality venues, consultants</p>
Context:	<p>Whilst the role will deal with the traditional EA tasks such as diary and inbox management, meeting coordination and minute taking, you will also have the opportunity to work on key initiatives and projects by bringing your forward planning skills and your ability to juggle changing and conflicting priorities.</p>
Purpose:	<ul style="list-style-type: none"> • Manage the day-to-day functions of the Chief Risk Officer and Director of Education and Mission • Engage in a wide range of responsibilities and demands with confidentiality, flexibility and commitment to superior outcomes • Provide high level administrative support

Position Description – Executive Assistant to Chief Risk Officer and Director of Education and Mission

<p>Responsibilities:</p>	<p>Calendar and Administration</p> <ul style="list-style-type: none"> – Manage email correspondence, and where required, respond on behalf of the Chief Risk Officer and Director of Education and Mission – Assist with preparing and editing reports and presentations – Manage records and files with accuracy and efficiency – Keep Executives well informed of upcoming commitments and responsibilities – Ensure required documentation is provided in a timely manner – Organise arrangements for the Chief Risk Officer and Director of Education and Mission’s travel – Track expenses and reconcile accounts <p>Meetings and Events</p> <ul style="list-style-type: none"> – Produce, distribute, manage and publish agendas, minutes and other documentation prior to and post meetings – Arrange venue bookings, catering and technology for meetings – Attend and take minutes for meetings led by the Chief Risk Officer and Director of Education and Mission. (Some meetings may, with notice, take place out of hours.) – Track action items and ensure they are followed up in a timely manner <p>ASC Programs</p> <ul style="list-style-type: none"> – Provide support for advertising and appointment process – Organise intern dinners and training day <p>Office Team</p> <ul style="list-style-type: none"> – Contribute to the administrative function of Group Office, including covering reception and assisting other staff during peak workload periods – Other duties as directed by the CEO or his delegate
<p>Requirements:</p>	<ul style="list-style-type: none"> • Practising Christian, active in local church • Experienced Executive Assistant • Broad and nuanced understanding of schools and governance
<p>Technical skills:</p>	<ul style="list-style-type: none"> • Proficiency in Outlook, Word, Excel, PowerPoint, Teams, Adobe Acrobat • Superior organisational skills including problem solving, prioritising workload and meeting deadlines • Ability to produce professional documents, PowerPoint slides, presentations, brochures and reports • High level literacy and editing skills
<p>Professional skills:</p>	<ul style="list-style-type: none"> • “Can do” attitude • Strong interpersonal and relationship building skills • Excellent communication skills, both oral and written • Outstanding organisational skills and attention to detail • Loyalty, discretion, flexibility, reliability, integrity and good humour • Calm under pressure, effective and gracious especially when dealing with challenging situations

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The Anglican Schools Corporation is committed to child safety and complies with the requirements of the Child Protection (Working with Children) Act 2012. All staff are required to comply with the applicable child protection legislation and ensure that Child Safety policies and procedures are implemented at all times.