

JOB TITLE Executive Assistant | Welcoming & info
JOB TYPE Full time
EMPLOYER Catholic Diocese of Wollongong
DEPARTMENT Chancery
MANAGER Senior Executive Assistant to the Bishop
ACCOUNTABLE TO Senior Executive Assistant to the Bishop

Xavier Centre
38 Harbour Street
(PO Box 1239)
Wollongong NSW 2500
www.dow.org.au

WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven on the south coast of NSW. The Office of the Bishop exists to provide support to the Bishop of Wollongong in his mission of leading people into communion with God and each other. We perform this Gospel ministry of service by working together, using our personal and professional gifts.

ABOUT THE ROLE

The Executive Assistant | Welcoming and Information will be responsible for providing welcoming and administrative support to the OOB and key senior staff in support of the Diocese's evangelising mission of making Jesus known and loved in the Illawarra, Macarthur, Shoalhaven and Southern Highlands.

WHY WE NEED YOU

As an **experienced, intelligent and articulate** professional we need your **integrity, faith and capability** to help us administer the operations of the chancery in support of our parishes and diocesan agencies. Your **thoroughness and honesty** are important aspects of this role.

YOUR RESPONSIBILITIES

The key responsibilities of the Executive Assistant | Welcoming and Information will include:

- Providing Front of House services for the Xavier Centre including mailroom maintenance
- General administration support to all teams within the Office of the Bishop for special events, or during times of high demand or employee leave, and as required
- Managing Chancery contact lists and associated data in relevant OOB applications
- co-administrator of the Information Management database (currently Cathlink).
- Event management for key Chancery sponsored events and in-services, including venue booking, setup and catering
- Assisting with committee administration including calendar management, agenda development, minute/record keeping and report collation for Chancery senior staff
- Dealing with and responding to correspondence within the Chancery

- Providing support to other Executive Assistants as directed by the Senior Executive Assistant
- Other reasonable duties as directed.

YOUR RELATIONSHIPS

The Executive Assistant | Welcoming and Information reports and works closely with the Senior Executive Assistant to the Bishop. In addition, you will work closely with:

- Bishop of Wollongong
- Vicar General
- Diocesan Financial Administrator
- Clergy and parish support staff of the diocese
- Executive Assistant to the Vicar General
- Other Executive Assistants
- Staff of the Office of the Bishop

YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

Ideally, you have:

- A commitment to the Catholic Faith and an understanding of the structure and workings of the Catholic Church
- Minimum five years experience in an administrative support role
- Personal commitment to the ethos and values of the Catholic Church
- Excellent interpersonal skills and an ability to build relationships with key stakeholders including clergy, parishes and diocesan staff
- Highly developed written and verbal communication skills
- Attention to detail and a demonstrated ability to maintain a high level of confidentiality
- The ability to manage a complex workload
- High level of proficiency in the use of collaborative tools such as Google Docs and Office 365

CHECKS AND CLEARANCES

Appointments are subject to the following checks and clearances:

- Referee checks including one from a Parish Priest
- National Criminal History Record check
- Working with Children Check clearance

OTHER EMPLOYMENT CONDITIONS

- Due to the nature of the role, on occasion, some weekend and after hours work may be required.