



ANGLICANS IN DEVELOPMENT

Working for Love, Hope & Justice

POSITION DESCRIPTION

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| Title: Governance Support Officer | Part-Time: 1.5 Days Per Week |
| Position Summary: The Governance Support Officer (GSO) is responsible for the provision of administrative and communication support to the Board and other governance committees of Anglicans in Development (AID) and ABM Australia. The GSO is also expected to provide general administrative support as required. | |
| Position Purpose: The role of Governance Support Officer is largely to: <ol style="list-style-type: none">1) Serve as secretariat support for Governance and Committee meetings (which are held both online and face-to-face) – including all elements of agenda and minute preparation, minute-taking, resolution tracking, and electronic posting of agendas, minutes, and supporting materials.2) Serve as meeting coordinator for Governance and Committee meetings - including room and technology setup and knock down; organising catering and attendees' travel arrangements; as well as performing other related tasks as required or directed.3) Assist with other general administrative support work as requested. | |
| Key Challenges and Responsibilities <ol style="list-style-type: none">1) Preparation and distribution of agendas, minutes and documents for Governance and Committee meetings.2) Attend and record minutes for Governance and Committee meetings and other meetings as directed.3) Ensure timely completion and circulation of minutes and coordinate follow up actions.4) Respond to enquiries from Directors, Committee members etc in a timely manner.5) Manage the minute resolution register for the Management Team, to monitor completion of all meeting decisions.6) Manage the minute resolution register and ensure updates are provided in a timely manner for reporting requirements.7) Set-up and support arrangements for the conduct of Governance and Committee meetings - including setup and knock down of technology; ordering of supplies; arranging meals; and organising attendees' travel etc.8) Other duties as directed by the Executive Director and his office. | |
| Competencies <ul style="list-style-type: none">• Demonstrated successful experience in a similar role.• Well-developed practice in agenda and accurate minute-taking.• Relevant educational qualifications.• Microsoft Office competency | Capabilities <ul style="list-style-type: none">• Highly developed communication skills, both written and verbal• High efficiency and attention to detail• Ability to work autonomously and with minimum supervision• Excellent time management skills• Ability to work in a confidential environment• Good organisational and administrative skills |
| Person Specifications <ul style="list-style-type: none">• Strong personal and professional ethics• Commitment to teamwork and collaboration• Personal Integrity, diplomacy and tact• Self-motivated, energetic and inspirational• Familiarity with the Anglican Church and comfortable with AID's ethos, mission, vision and values | |



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Regulatory Compliance

AID is committed to preventing any type of unwanted behaviour - including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct - and we are committed to promoting the welfare of children, young people and adults. AID expects all staff and volunteers to share this commitment through a Code of Conduct. For further information, please refer to the AID Workplace Guidelines and to the following AID Policies: Policy A1008 – AID Code of Conduct; Policy A1009 - Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy; Policy A1011 – AID Child Protection Policy.

AID is also committed to building a workplace that values diversity, inclusion and belonging, by recognising and valuing the skills and strengths each person can bring to the organisation. AID welcomes applicants from all ages and genders, Aboriginal and Torres Strait Islander people, people with disabilities and culturally diverse groups generally.