



# ANGLICANS IN DEVELOPMENT

## *Working for Love, Hope & Justice*

### Governance Support Officer

*(2-year contract and part-time @ 1.5 days per week)*

- Part-time role (1.5 days per week);
- Fringe benefits / salary packaging advantage;
- Collaborative and friendly team.

Anglicans in Development (AID) works with overseas and Aboriginal and Torres Strait Islander people and communities. As a wholly owned company of the Anglican Board of Mission Australia (ABM), we have a holistic view of God's mission. We work with Anglican Church partners and others to see lives empowered and transformed spiritually, materially and socially.

We are seeking a dynamic individual who will be committed to the vision of ABM AID. The Governance Support Officer (GSO) will be 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 will also be expected to provide general backfill administrative support as required.

The Governance Support Officer will:

- 1) Provide secretarial and administrative support for all Governance and Committee meetings – 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 all Governance and Committee meetings (which occur both online and face-to-face) - including room and technology setup and knock down; attendee meal/refreshment; travel arrangements; and related tasks as required or directed.
- 3) Deliver other administrative support work as requested.

The ideal candidate will have excellent communication skills and will be able to work autonomously, with minimum supervision. We are looking for an excellent administrator / coordinator who (ideally) possesses some experience working with or around Boards/Committees and who is able to deliver high-quality written outputs/documentation (in particular Minutes of Meeting).

For further information, please visit the ABM / AID website <https://www.abmission.org/get-involved/job-vacancies/>

All applications should be lodged with The Rev'd Dr John Deane – Email [karin.schrooder@abmission.org.au](mailto:karin.schrooder@abmission.org.au) by Tuesday 25<sup>th</sup> April 2023.

***NB: Some flexibility will be required in relation to the working hours/days. Also required will be the occasional need to work on Saturdays.***

*AID is committed to preventing any type of unwanted behaviour at work 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 our Code of Conduct.*

*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. Accordingly, we welcome applications from all ages and genders, Aboriginal and Torres Strait Islander people, people with disabilities and culturally diverse groups generally.*