

Position Description

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| Position: | Executive Assistant |
| Reports to: | Transitional Executive Ministry Leader |
| Agency: | churches of Christ in NSW & ACT |
| Location: | In person at Level 3, Building B, 1 Homebush Bay Drive Rhodes and some flexible work arrangements as agreed |
| Last Reviewed: | May 2026 |

Position Overview

The churches of Christ in NSW & ACT are a network of churches passionate about Unity, Restoration, and Life in Jesus!

The role is responsible for providing high-level secretarial and administrative support to the Transitional Executive Ministry Leader, the Executive team and the Board.

The role is also a member of Network Resource Team (NRT), providing relevant support key roles, and occasionally stakeholders, in alignment with the values and ethos of churches of Christ in NSW & ACT.

Key Stakeholders

Reports to:

- Transitional Executive Ministry Leader

Key relationships:

- Conference Executive (Board), primarily Board Chair and Governance Advisor
- Head of Network Relationships
- Head of Network Enterprises
- Head of Network Services

Directly responsible for the following staff:

- n/a

Key Responsibilities

Executive Assistance

- Contribute to Transitional Executive Ministry Leader's effectiveness by identifying, prioritising and determining urgency of the critical issues for management, attention and support.
- Coordinate and maintain the Transitional Executive Ministry Leader diary including managing competing priorities, arranging meeting schedules, monitoring email and telephone calls to optimise operational efficiency.

- Maintain digital records of meetings, outcomes and relevant Executive or Board information collected, in a clear and consistent manner, including storage, retrieval, archiving and disposal.
- Set up and facilitate meetings, conference calls, functions and conferences, including minute taking and catering for as required.
- Understanding sensitive or critical issues that may require immediate attention of the Transitional Executive Ministry Leader or Governance Advisor.
- Exercise discretion and ensure confidentiality of information is maintained.

Administrative Support

- Directly coordinate administration tasks as directed by Executive or delegate as required, including support with events, communications, filing, scanning, printing.
- Reconciliation of corporate credit card for the Transitional Executive Ministry Leader.
- Arrange all travel and accommodation bookings for the Transitional Executive Ministry Leader.
- Maintain strategic, legal and administrative documentation.
- Other activities as required by the Transitional Executive Ministry Leader within the scope of this position.

Governance Support

- Work with the Board Chair, Governance Advisor and Transitional Executive Ministry Leader in the collation of Board papers ready for review prior to each meeting.
- Coordinate logistics/hospitality for Conference Executive retreats and Board events, including collating and storing of key documentation.
- Ensure documents are digitally stored from Conference meetings as required.
- Collaborate and assist with the coordination of the Conference Annual General Meetings (AGM) and Special Meetings as required.
- Provide support to Conference Executive sub committees and working groups as appropriate.
- Actively participate in any other special projects as directed.

Stakeholder Management and Service

- Prioritise relational value for stakeholders and embody a ministry of presence in alignment with CCNSWACT ethos.
- Provide a listening ear to internal and external stakeholders with gentleness and discernment.
- Triage requests and facilitate communication between stakeholders and the Transitional Executive Ministry Leader, with particular reference to matters of conflict and resolution.
- Liaise and collaborate with Executive leaders of relevant ministries/agencies, other denominational leaders and their assistants as directed by the Transitional Executive Ministry Leader.
- Ensure confidentiality of all information with internal and external stakeholders and in compliance with the organisation's privacy policy.
- Promote and contribute to a collaborative and positive team environment, including active participation in team meetings, and problem solving to assist in the delivery of services to internal and external stakeholders.
- Participate in providing input and communication for organisation-wide activities as required.

Quality Improvement

- Perform work in accordance with organisational policy, processes and work instructions.
- Identify improvements to policy, processes, work instructions, or the work environment.
- Communicate improvement opportunities to the relevant process owner/other responsible party.

Workplace Health and Safety

- Adhere to safe work practices .
- Report all accidents, incidents, risks and hazards immediately using established procedures.
- Follow legislation and organisational policies and procedures in relation to workplace health and safety.

Key Selection Criteria

Mandatory:

- Qualifications in Business Administration with more than 10 years' experience (or equivalent transferrable skills), prior service to an Executive team and Board and demonstrated competency in the following core requirements.
- Superior attention to detail and accuracy.
- High proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint).
- Demonstrated ability to identify stakeholder needs and provide appropriate services.
- Demonstrated time management skills and ability to prioritise work in midst of competing demands.
- Evidence initiative, interdependence as well as the ability to take direction well.
- Demonstrated ability to communicate with persons from various levels and positions within the organisation.
- Excellent verbal and written communication skills.
- Demonstrated ability to recognise need for change and innovation and to implement change for the benefit of stakeholders.
- Willing and able to work within a Christian context and churches of Christ in NSW & ACT philosophies, vision and values.
- Current NSW Driver's License.
- Working knowledge of churches of Christ ethos & mission.

Desirable:

- Degree-qualified

Ideal Attributes

- Hold a Kingdom culture as priority.
- Having a strong, encouraging, relational personality with emphasis on communication.
- Administrative gift that can hold complexity.
- A team player with a positive attitude.
- Flexibility to adapt to the evolving needs of the business.