

Vacancy

Parish Secretary – Lower North Shore Parish, Diocese of Broken Bay Permanent, part-time role

Could you see yourself as the face of the Lower North Shore Parish community, part of the Diocese of Broken Bay, providing a sense of warmth and welcome to visitors?

The Lower North Shore Parish is seeking to recruit a part-time Parish Secretary, Monday to Friday, 9am to 3pm. This role plays an important part in the Parish team, providing support for Parish communications, administration, financial processes, Parish property, compliance and Diocesan support.

The ideal candidate will have excellent people skills, a comprehensive knowledge of office administration processes and procedures and a sound understanding of Microsoft Office Suite, MYOB, bookkeeping or accounting practices.

An ability to work autonomously while remaining a team player, with a commitment to be accountable for performance, and an ability to work collaboratively across a wide spectrum of stakeholders, supported by a good understanding of, and commitment to, Catholic values and teachings will be crucial to your success.

If you have high developed administration skills coupled with well-developed relational and rapport building skills and this role interests you, please email a brief cover letter and CV to jose.philip@bbcatholic.org.au

Applications close **Friday, 28 October 2022.**

The Diocese of Broken Bay is committed to and promotes a culture of safety and care for all people, especially for children and others in the community who are vulnerable. Our Diocese has no tolerance to Child Abuse and is committed to ensuring our staff and volunteers understand the joint responsibility to safeguard all those within our community.

The successful applicant must have the right to work in Australia and will be required to undertake a National Police History Check and Working With Children Check.