



Anglican  
Overseas  
Aid

## Operations Officer – EA and Governance

**Classification:** SCHADS Award Level 2

**Location:** Melbourne office and hybrid preferred with flexibility negotiable

**Employment Status:** Part-time (0.6 FTE)

**Reports to:** CEO

**Manages:** Nil

**Anglican Overseas Aid (AOA)** is an overseas relief and development agency associated with the Anglican Church of Australia. We long to see dignity, equality and inclusion for those experiencing poverty and marginalisation, with an emphasis on gender and climate justice. We choose not to ignore people in need, and work with the broader Anglican community to see the world as God designed it to be, renewed and restored.

### Position purpose

In this wide-ranging role, you will support the CEO while providing logistical support to the Anglican Overseas Aid (AOA) Board, Committees, and staff team.

You will be a key enabler across the organisation, effectively relating with AOA staff, board members, and other stakeholders. You will ensure that the CEO is effectively supported and that governance operations run efficiently. You are system savvy and enjoy using your efficient administrative skills and sensitively handling confidential information, including people and culture administration.

The Executive Assistant to the CEO will need to handle a wide range of dynamic diary and administrative tasks that support the CEO's ability to lead the organisation effectively. These tasks include organising meetings and travel, gathering, researching, and preparing information, managing workplace health and safety matters, people and culture administrative matters, and assisting with special projects. Track key deadlines and ensure the CEO is briefed and prepared.

The governance aspect of the role involves supporting the AOA Board and Committees to operate with maximum efficiency. This practical role offers an opportunity to gain exposure across the organisation and engage with a variety of internal and external stakeholders within Anglican, international development, and humanitarian networks.

Key Accountabilities	Key Tasks	Outcome Indicators
Executive Assistant to the CEO	<p>Provide comprehensive executive assistance to the CEO, including:</p> <ul style="list-style-type: none"> <li>• diary management to meet priorities and competing deadlines</li> <li>• communications support, responding to emails and liaising with organisational and sector stakeholders</li> <li>• meeting support, including scheduling, room bookings, participant needs, equipment, catering and minutes</li> <li>• organise/coordinate travel and accommodation for the CEO, preparing supporting documentation as needed</li> <li>• facilitate church and stakeholder engagements including speaking arrangements, relationships with mid-large churches and other points of liaison</li> <li>• special projects as requested</li> </ul>	<ul style="list-style-type: none"> <li>• CEO's priorities are achieved and competing deadlines are effectively managed</li> <li>• Emails and requests are responded to efficiently and effectively and liaison with stakeholders is professional and timely. Emails and documents are drafted as required, to the highest possible standard</li> <li>• All requirements are efficiently organised as requested, with action items followed up on behalf of the CEO in a professional and timely manner</li> <li>• CEO's travel needs are organised in a timely, efficient manner with all required documentation prepared</li> <li>• Effective church relationships are fostered, engagements are well-coordinated and other stakeholders are appropriately engaged</li> <li>• Special projects are completed to the highest possible standard and in a timely manner</li> </ul>
Governance and Board management	<p>Support the CEO, Board and Committees with effective good practice governance processes including:</p> <ul style="list-style-type: none"> <li>• agendas, meeting invites, preparation of documents, accurate minutes and action tracking and follow-up</li> <li>• effective transition to use of SharePoint for governance purposes</li> <li>• liaise with Board and Committee members and the Company Secretary as needed for governance functions and on behalf of the CEO as requested</li> <li>• ensure policies and other governance documents are reviewed, proofread and up to date according to review cycles, version control, organised in</li> </ul>	<ul style="list-style-type: none"> <li>• All Board and Committee requirements are delivered on time and to a professional standard</li> <li>• Effective engagement, efficient functioning and knowledge management with Board and Committee members supported to use SharePoint</li> <li>• Policies and governance documents are up to date and in the correct location with support provided to ensure SharePoint access</li> </ul>

	<p>SharePoint and accessible for staff and Board needs</p> <ul style="list-style-type: none"> <li>• coordinate induction process for Board and Committee members, including compliance requirements, engagement with the Company Secretary, meeting schedules and other logistics</li> <li>• coordinate Board meetings, other Board events and AGM, including venues, catering, equipment and logistics</li> </ul>	<ul style="list-style-type: none"> <li>• Board and committee members are inducted in a professional and timely manner, and in accordance with compliance requirements</li> <li>• Board meetings, board events and AGM run as smoothly and effectively as possible</li> </ul>
Organisational administration and coordination	<p>Provide efficient, effective support to the AOA team, including:</p> <ul style="list-style-type: none"> <li>• administrative support for People and Culture/ HR functions such as recruitment, onboarding and off-boarding of AOA People</li> <li>• Maintain and update employee files, ensuring accuracy and confidentiality of personnel information.</li> <li>• Workplace Health and Safety Support including the logging, documentation, and follow-up of safety incidents, near misses, and corrective actions.</li> <li>• in liaison with the <i>Operations Officer – Supporter Services</i>, coordinate arrangements for staff events such as weekly devotions, retreat days and Christmas functions</li> <li>• provide cover for <i>Operations Officer – Supporter Services</i>, including monitoring phone/inbox as required, and at surge times or for leave cover</li> <li>• in liaison with the <i>Compliance and Standards Lead</i>, ensure all compliance obligations are up to date and staff training events are conducted</li> </ul>	<ul style="list-style-type: none"> <li>• HR and WHS functions, including recruitment, onboarding and off-boarding, employee records, incidents and WHS initiatives are completed efficiently and effectively, with records up to date and in the correct location</li> <li>• Staff events are well-organised and professional, with sufficient notice provided</li> <li>• AOA supporter services continue to operate smoothly and effectively, including responses to phone and email enquiries, mail pick up and processing of donations</li> <li>• Compliance obligations for all AOA People are up to date. Training events are well-organised and held according to agreed schedules</li> </ul>
Organisational Citizenship	<ul style="list-style-type: none"> <li>• Work collaboratively with team members, role model AOA's Christian values and be a positive example for supporters,</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in staff events (e.g., devotions and staff gatherings) as part of AOA's spiritual life</li> <li>• Foster a positive working</li> </ul>

	partners, and staff.	partnership with other teams
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## Position Requirements

### Must have

- Must be sympathetic to and aligned with AOA's Christian faith-based values, origins, and key stakeholders.
- Excellent written and verbal communication skills, attention to detail and accuracy.
- Demonstrated ability to maintain confidentiality and discretion, with strong people skills and emotional intelligence.
- Excellent administration, coordination, and project management skills, as well as the ability to manage multiple written and logistical priorities.
- Demonstrated proficiency in Microsoft Office Suite with the ability to quickly learn and adapt to new technologies and digital tools as required for the role.
- Ability to sustain high-level performance, problem solve and meet work deadlines with limited supervision.
- Reliable, professional and experienced working both independently and as part of a values-driven team.

### Highly regarded

- Experience in CEO support, governance or HR systems, processes and policies.
- Understanding and experience in the international development sector or faith-based context.
- Experience in a church/ not-for-profit / customer/ or supporter-focused administrative role.
- Experience in a fast-paced environment and handling multiple projects simultaneously.

## About Anglican Overseas Aid

Our vision is to see Anglican communities working together for God's renewed creation, free of poverty.

We focus on four key areas:

**Transforming communities:** Particularly in the Asia-Pacific and Africa, addressing the pressures of poverty, moving toward greater gender equality and climate resilience

**Working in partnership:** Seeing our global partners growing in capacity, delivering localised best practice development

**Connecting Anglicans globally:** Seeing Australian Anglicans relationally connected with global partners for greater impact

**Championing future generations:** New generations of Australians who, motivated by their faith, are responsible, involved global neighbours

**OUR VALUES** are embraced in thought, word and deed:

- Commitment to the poor
- Dignity of all people

- Restoration of all creation
- Church as light in the world
- Integrity and accountability

### **Other requirements of AOA People**

- AOA is committed to protecting those who work for us, and those with whom we work, from harm and from harming others.
- AOA is committed to safeguarding all people, especially children and vulnerable adults, who come into contact with our organisation and programs. As a child-safe organisation, all staff will undergo police checks, Working With Children Checks, counter-terrorism checks, and any other compliance checks required.
- AOA is committed to diversity and inclusion in the workplace. We support accessible and inclusive working arrangements for all. We encourage people from all backgrounds to apply, including Aboriginal and Torres Strait Islanders, culturally and linguistically diverse backgrounds and identities and people with a disability. All qualified applicants will receive impartial consideration for employment.
- All AOA staff are required to sign and abide by AOA's Code of Conduct and its related policies.
- All AOA staff must have permission to live and work in Australia.

*This position description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. The CEO may review and modify it in response to AOA's changing needs.*