

**Diocesan Administrative Assistant
Permanent Part-time 1 day per week – Bunbury,
Supporting Dioceses in WA**

- Permanent Part-time (1dpw or 7.5 hours per week) based in Bunbury.
- Become a member of an experienced and dynamic team.
- Make a significant impact by engaging people in this inspiring work.

ABOUT THE ROLE

Reporting to the Province Director Western Australia (PD-WA), this position requires someone who has a passion for making a difference, by assisting the WA team with administrative support. The role would ideally suit a person who is used to working in a team environment (of five) in an administrative capacity.

ABOUT THE ORGANISATION

Catholic Mission (CM) is the Pope's international mission agency in Australia. We partner with communities, helping them to flourish by supporting grassroots projects, including healthcare, education, and faith formation, and being an active voice for human rights.

ABOUT YOU

Essential Knowledge

- Demonstrated understanding of, and commitment to, Catholic principles, values and global mission.
- Knowledge of online technologies and applications eg: email, social media, Microsoft products including Teams

Desirable Knowledge

- Knowledge and understanding of relational fundraising.
- Knowledge of diocesan and parish environments, including reporting structures and organisational practices.

Essential Experience

- 1-2 years experience in an office administration role.
- Experience in organisational banking, mail and purchasing processes.

Desirable Experience

- Experience in working in a not for profit (NFP) environment.
- Experience in communicating with a wide range of people.

Essential Skills

- Excellent communication skills: written, verbal and active listening.
- Ability to work calmly under pressure.
- Excellent organisational and time-management skills.
- High level of competency using computer applications, such as MS-suite of products (Word, Excel, Powerpoint, Teams) and email.

Desirable Skills

- Knowledge of diocesan and parish environments, including reporting structures and organisational practices.

Characteristics

- Enthusiastic, resilient, adaptable, patient, tenacious, energetic, resourceful, pragmatic and pastoral.
- Team player with the ability to collaborate with others.
- 'Can do' mindset, a willingness to learn and problem solve.
- Self-motivated and works autonomously, using initiative when required, with a disciplined and determined approach.

Work Eligibility

- All applicants must be eligible to work within Australia.

AS A PART OF THE TEAM...

- You will have the opportunity to be mentored by and work collaboratively with experienced managers.
- You will have manager support with 1:1 meetings and team meetings.
- You will get to participate in professional development and networking opportunities.
- You will have access to flexible working arrangements.
- You will enjoy a caring and supportive environment.
- You will be gifted leave (over Christmas and New Year).
- You will have access to the Employee Assistance Program (EAP).

NEXT STEPS

For a position description, please contact WA Province Director Shendelle Mullane on 0423 219 665 or email Bunbury.director@catholicmission.org.au

For a peek into CM and its work, please refer to: <https://youtu.be/gOK5JiZaeN0>

To apply, please submit your resume and cover letter to employment@catholicmission.org.au as soon as you can, as Catholic Mission will be reviewing and assessing applications as they are submitted.

Please note:

- Applicants must have the right to work in Australia.
- Employment is subject to a National Criminal History Check and a Working with Children Check.
- Only shortlisted applicants will be contacted.