

BOARD & COMMITTEE SECRETARY

- Specialist support role
- Senior level engagement
- Part time (0.2) position

In support of its mission the Catholic Archdiocese of Wellington incorporates a number of specialist bodies and committees whose purpose is to provide advice and guidance to the Archbishop, the General Manager and the senior leadership group. These bodies include the Board of Administration, the Archdiocesan Pastoral Council and its sub-committees.

With the retirement of the long serving incumbent, the Archdiocese is now seeking to appoint an appropriately experienced and capable person to the role. Reporting to the General Manager and contributing broadly at senior management level in the Archdiocese you will:

- take responsibility for secretarial functions for a range of bodies including the Board of Administration, the Archdiocesan Pastoral Council and sub-committees
- ensure timely delivery of agendas, supporting papers and draft minutes to the various bodies serviced by the position;
- accurately minute meetings recording decisions, required action points and complete follow ups as necessary;
- possess senior level experience, exhibit sound judgement and have the ability to engage at a professional level;
- be an excellent communicator, have engagement and problem-solving skills and be able to work collaboratively with stakeholders across the Archdiocese;

It would be preferable (although not essential) if the applicant had experience of working in a leadership capacity within the wider Catholic Church, whether nationally or in a parish or school context.

For more information please contact Catharina Vossen on 021 884 749 or alternatively send your resume and short cover letter to HR@wn.catholic.org.nz