

# Position Title: Executive Assistant to the Chief Operating Officer

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## Key role description:

International Network of Churches (INC) is a large charity registered with the Australian Charities and Not for Profit Commission. It is a vibrant Christian movement of churches and ministries, 120+ churches, 4 P-12 schools, 1 tertiary college, 9 early learning childcare centre, and five charities. INC is establishing a significant new department for Governance, Strategy and Risk (name is still to be ratified) within the main INC Office. INC is seeking a highly organized and experienced professional to provide high-level executive support to our Chief Operating Officer who will lead the implementation and functions of this governance function. As the Executive Assistant, you will be the right hand of the Chief Operating Officer. You will be a key member of the team and will work closely with senior leaders across the organisation.

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## Reports to:

Chief Operating Officer (title may change with establishment of the new department)

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## Key responsibilities:

- Manage the Chief Governance Officer's (CGO) calendar, including scheduling meetings and appointments, coordinating travel arrangements, and managing operational requirements for meetings and events.
- Provide support for various Board meetings, including preparing agendas, coordinating meeting logistics, ensuring timely distribution of materials, minute taking within meetings and post meeting assistance with action trackers. The CGO is involved in 5 significant board meetings.
- Collaborate with the CGO to identify and manage risks to the organisation, including, identifying areas of vulnerability, and developing and implementing risk management strategies.
- Assistance with the administration of significant policy frameworks, governing documents of different entities and management of record keeping of various officeholders.
- Conduct research and analysis on various topics as requested by the CGO.
- Assist with the development of macro level effective human resources policies and procedures for the group.
- Manage email correspondence on behalf of the CGO, including drafting and responding to emails, and routing messages to the appropriate party.
- Prepare reports, presentations, and other materials for meetings and events.
- Administration of Board Portal Software, Board Effects.

- Collate information required from internal stakeholders for legal matters and insurance claims management.
  - Maintain confidentiality of sensitive information and handle highly confidential matters with discretion.
  - Build and maintain positive relationships with internal and external stakeholders.
  - Other duties as assigned.
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### Skills, Qualifications and Characteristics:

- This is a crucial role within the INC Movement, and it is essential for this role that the Executive Assistant agrees with the INC Statement of Faith and is an active member of an INC church.
  - Ability to keep the highest confidentiality and handle sensitive information with discretion.
  - Experience in being able to maintain composure when dealing with several significant and complex situations to manage that ordinarily arise when dealing with legal, risk and general HR levels at the executive level.
  - Bachelor's degree in business administration, legal, HR, communications, or related field preferred.
  - 5+ years of experience working in a complex professional environment preferred.
  - Excellent organisational and time management skills, with the ability to prioritize tasks and meet deadlines.
  - Accuracy and attention to detail on key information.
  - Strong interpersonal skills and the ability to communicate effectively with all levels of the organization.
  - Proficient in Microsoft Office Suite is essential and experience with meeting management software and CRMS preferred.
  - Ability to work independently and as part of a team.
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### The Role:

This is potentially full-time position with salary negotiable for the right candidate. The office is located at 322 Wecker Road, Carindale. We provide flexible work arrangements by mutual agreement.

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### Applications:

Please submit a confidential application to Suellen Holmes at [sholmes@inc.org.au](mailto:sholmes@inc.org.au) or contact on 0447770025 for a confidential discussion.