

Good Samaritan Education



GSE Services

*“Stewarding the Good Samaritan Benedictine spirit
into the future”*

Administrative Assistant – Governance

ROLE DESCRIPTION

Good Samaritan Education

Good Samaritan Education is an ecclesial and civil law entity which was established in 2011 when it assumed the rights and obligations of the Sisters of the Good Samaritan in carrying forward the ministry of Catholic education in its ten Colleges.

1. **CONTEXT**

The *GSE* Services team is the secretariat of *Good Samaritan Education*. It consists of:

Executive Director
Director Mission Integration
Director Finance and Resources
Mission Team (x 3)
Office Manager

GSE Services wishes to include an **Administrative Assistant – Governance** in the team.

GSE Services is tasked with stewarding the Good Samaritan Benedictine tradition into the future through the oversight of effective governance and development and implementation of spiritual formation and immersion programs for adults engaged in the mission of *Good Samaritan Education* and for students in Good Samaritan schools. The *GSE* Services team also oversees the financial management of programs, professional development and resource acquisition and management. *GSE* Services is led by the Executive Director. The *GSE* Services team embodies the following values in its endeavour to form and build community:

- **Communio** – committed to mutual service and acting from a place of discernment and integrity in fidelity to the Charism of *Good Samaritan Education*
- **Compassion** – caring deeply for the dignity and wellbeing of others in response to the gospel imperative *love of God and love of neighbour*
- **Hospitality** – creating space for others with love, respect and mercy and *welcoming all as Christ* (RB53:1)
- **Humility** – accepting who I am, seeking right relationships and opening self to the liberating and objective wisdom of another

2. PURPOSE OF POSITION

The *GSE Services Administrative Assistant - Governance* provides administrative support in particular to those leading the governance and stewardship responsibilities of *Good Samaritan Education*, specifically:

The Executive Director

The Director, Finance and Resources

The Chair, *Good Samaritan Education* and members of the Governing Council and Assembly as required

The *GSE Services Administrative Assistant – Governance* also assists and works closely with the *GSE Services Office Manager* in overseeing the smooth operations of the *GSE Office* and the development and delivery of the Mission Teams programs.

3. CHARACTERISTICS and QUALIFICATIONS

The **Administrative Assistant – Governance** will demonstrate the following:

- willingness to grow in understanding of the mission of *Good Samaritan Education*;
- interest in education within a Good Samaritan Benedictine framework; experience in an educational setting an advantage;
- excellent organisational, administrative and secretarial skills;
- knowledge of corporate governance and the capacity to support those in governance leadership positions;
- some knowledge of financial operations and experience with basic financial management and resource acquisition;
- experience in the planning and coordination of conferences;
- knowledge and experience with digital diary management across a number of staff;
- familiarity with the Microsoft Office suite and the application of contemporary technologies to support effective operations and communications;
- ability to communicate effectively;
- ability to exercise initiative;
- ability to work as part of a team;
- experience and/or willingness to work within a virtual office environment.

4. REPORTING RELATIONSHIP

The *GSE Services Administrative Assistant – Governance* reports to the Executive Director.

5. RESPONSIBILITIES

The *GSE Services Administrative Assistant – Governance* will be primarily located in the *GSE* office, 2 Avenue Rd, Glebe and will work in partnership with the *GSE Services – Office Manager*.

Team members and governance personnel are located across three states and in urban and regional areas. The *GSE Services Administrative Assistant - Governance* will facilitate effective communication between members of the team and governance personnel including teleconferences and travel arrangements.

Key tasks:

- Assistance to *GSE Services* key personnel to support the effective operation of *Good Samaritan Education* especially the Executive Director, the Director Finance and Resources and the Chair, *Good Samaritan Education*.

- In conjunction with the Executive Director, planning, coordination and administration of key governance events throughout the year, specifically Governing Council meetings, Governing Council and Principals' meetings and *GSE* Assemblies (including Minute taking).
- Assistance with organisation of other *Good Samaritan Education* events such as induction and training days, conferences and seminars. Note: *GSE* is hosting the International BENet Conference in October 2019.
- Support for the Director Finance and Resources and the Finance Committee.
- Support for the organisation and preparation of Mission Team programs where required in conjunction with the Director Mission Integration, the Mission Team and the *GSE* Services Office Manager.
- Liaison with the SGS Finance office in managing invoicing and payment authorisation.
- Management of databases and company folders.

6. TIME COMMITMENT

The *GSE* Services **Administrative Assistant - Governance** will be appointed 0.6FTE (3 days per week). The ability to extend to 0.8FTE (four days per week) on occasion is desirable. Some interstate and overnight travel may be required.

7. PERIOD OF APPOINTMENT

This is an initial contract until the end of 2018 with the option of extension to a three year contract until March 2021.

8. REMUNERATION

The Salary level, pro rata, will be negotiated around the current industrial agreement for a Principal's Personal Assistant in the Catholic sector.

9. TIMELINE

Position advertised	Monday 05 March
Position closed	Monday 19 March
Shortlisting by	Friday 23 March
Interviews	Week of 26 March
Referee checks, second interviews	Week of 03 April
Appointment	Monday 09 April
Commencement (preferred)	Monday 16 April