



Catholic Education Sandhurst Limited

Diocese of Sandhurst

BOARD EXECUTIVE ASSISTANT

Are you a proactive and detail-oriented professional with experience supporting board members and committees?

We are seeking a dedicated Board Executive Assistant to provide high-level administrative support.

Catholic Education Sandhurst Ltd (CES Ltd) has an exciting opportunity for an ongoing part time (0.5 FTE) Board Executive Assistant to join the Strategy, Risk & Governance team. This position will be responsible for the efficient and effective functioning of all CES Ltd Boards and Committees. Primary responsibility of this position will be to provide board and committee governance support, including collation and distribution of board and committee agendas, proficient minute-taking, maintaining action registers, and managing board processes.

Why choose us?

- Flexible and hybrid working options.
- Generous leave entitlements.
- Collaborative and inclusive workplace.
- Community focused work environment.
- Opportunities for professional growth.

You will have:

- Demonstrated experience and ability to apply good judgement and discretion to the content of Board and Committee papers, minutes, and other documents.
- Demonstrated ability to maintain high levels of confidentiality and apply discretion regarding Board and Committee matters.
- Significant experience in working with boards and undertaking board secretarial functions.
- High level experience in working with executive teams.
- High degree of proficiency within the Microsoft Suite, as well as familiarity with Board portal software.

**Closing Date for Applications:
5.00 pm Friday 24 May 2024**

**For more details about the role please download the position description from
www.ceosand.catholic.edu.au**

**Please email your cover letter, resume, and your responses to the
key selection criteria to
recruitment@ceosand.catholic.edu.au**

CES Limited celebrates diversity and social inclusion, encouraging individuals from various backgrounds to apply. We are dedicated to fostering the safety, wellbeing, and inclusion of all children.