



GOVERNANCE SECRETARY

Permanent Part-time Position (0.4 FTE)

The opportunity

We are excited to invite applications for the position of Governance Secretary at Sunrise Christian School. This pivotal role provides essential administrative support to the Adelaide Christian Schools (ACS) boards and committees, contributing to the effective governance of our school community and board compliance. This role requires a high level of confidentiality. In addition, there is a small Personal Assistant component to the role.

This is a permanent part-time position, with an immediate start. The successful candidate will work 15 hours per week at days and times as negotiated based on candidate availability and organisation requirements. Please note that some out-of-hours work will be required.

What We Offer...

- Governance Secretary Training opportunities
- Flexible work arrangements
- Supportive Team environment
- Competitive salary plus superannuation
- Employee Assistance Program for all staff
- Stunning workspace and ergonomic work environment
- Centrally located office with free onsite parking
- A vibrant workplace culture with regular social engagement opportunities
- On-site amenities (e.g., complimentary snacks, free machine coffee)
- Discount on school fees
- Salary packaging available

About you

If you are a highly organised, proactive individual who is eager to support the governance and strategic direction of a thriving school network, we would love to hear from you.

We are looking for someone who is comfortable and confident working in governance and have either acted as Governance Secretary previously or have an understanding of Board governance or a passion to learn this skillset. You have demonstrated experience providing a support function in the key areas of corporate leadership, strategic and business planning, project management, stakeholder communications, and budget and risk management.

We are looking for someone who:

- is a committed Christian who is active in church fellowship to join our vibrant Christian community.
- has outstanding attention to detail.
- has the ability to demonstrate excellent verbal and written communication skills.
- holds, or is willing to obtain a current Working With Children Check and National Police Check and either holds or is willing to complete Responding to Risk of Harm, Abuse & Neglect in Education & Care (RRHAN-EC) and Protective Practices training.

About Sunrise Christian School

Sunrise Christian School educates the hearts and minds of children to provide wisdom and an understanding of God. Established in 1978, we offer diverse learning opportunities set in a welcoming Biblically based environment, to give each student the opportunity to shine. We have six schools and five ELCs located in South Australia and are a member of Christian Schools Australia (CSA).

At our schools you will find wonderful staff that inspire generations of social influencers and disciples of faith. Our teams are engaging, motivated, and empowered in a holistic, Biblically-based manner to develop a love of learning in our students. We work with parents to support students' academic, social, and spiritual needs to help them fulfil their potential.

Further information

Please contact our HR Team at careers@sunrise.sa.edu.au or by phone on 8465 6042.

Apply

Please submit your complete application via the <https://sunrise.sa.edu.au/careers/sas> webpage, including submission of a cover letter and resume. Applications will be assessed as they are received.