



CALLS FOR EXPRESSIONS OF INTEREST Conference General Secretary Vacancy

The Greater Sydney Conference of Seventh-day Adventists is calling for expressions of interest for the role of Conference General Secretary. Expressions of interest must be forwarded to aucpresident@adventist.org.au by October 21st 2019.

Here are some of the qualities that the role demands:

- o Be a senior spiritual leader with strong pastoral skills to provide balance of leadership between the administration of the church and carrying out the mission of the church
- o Be a baptized Seventh-day Adventist member
- o Have meticulous attention to detail
- o Have minute-taking proficiency, with an understanding of the legal pitfalls therein
- o Must have a love of policy and process
- o Must enjoy constitutions and have more than a working knowledge of them
- o Must participate in digital engagement activities
- o Have a working understanding of legal matters
- o Risk management and Occupation Health Safety knowledge
- o Knowledge of HR, contracts, Enterprise Agreements
- o Office management
- o Broad knowledge of the Seventh-day Adventist church, its issues and skill in resolving them;
- o Advanced Conflict management skills
- o Advanced Chairing committee skills
- o Advanced Communication skills
 - Personable, approachable
 - Email (timely)
 - Phone (Mobile & SMS, timely)
 - Official letter writing protocols
- o Be a polymath (have a surface knowledge of much and a deep knowledge of what is important to the role)
- o Understanding of how to be the 2nd chair
- o And more!

Please read the attached Job Description for further information.

Thank you for your interest.