



Job Opportunity: Administration and Facilities Officer

Parish of Chatswood

Full-Time Position

Applications Close: Friday, 25 April 2025

The Parish of Chatswood is seeking a dedicated and experienced **Administration and Facilities Officer (AFO)** to provide essential operational support. This full-time role plays a key part in ensuring the efficient administration, facility management, and ICT services of the parish, enabling the continued growth and mission of our community.

About the Role

Reporting to the **Parish Priest**, the AFO is responsible for:

- **Office Administration:** Managing office procedures, supplies, security, and parish records.
- **Facility Management:** Overseeing maintenance, repairs, and compliance across parish buildings and grounds, including church facilities, meeting rooms, and car parks.
- **ICT Coordination:** Ensuring the parish's ICT infrastructure is up to date, compliant, and within budget.
- **Maintenance & WHS Compliance:** Managing contractors, risk assessments, and the upkeep of parish facilities.
- **Event & Parish Support:** Assisting in major parish events and providing support across parish ministries and activities.

About You

To be successful in this role, you will have:

- Strong **administration and organisational skills** with the ability to manage multiple responsibilities efficiently.
- Experience in **facilities or property management**.
- Sound knowledge of **Microsoft Office and ICT systems**.
- A working understanding of **risk management and WHS compliance**.
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- The ability to **work collaboratively** and foster positive relationships with staff, volunteers, and contractors.
- A commitment to the **mission and values of the Catholic Church**.

Qualifications & Experience

- Tertiary qualifications in **Business Administration** or relevant experience in a similar role.
- Experience working within a **parish, church agency, or not-for-profit environment**.
- Knowledge of **project management** and **contractor supervision**.
- A current National Police History Check (NPHC) and a Working with Children Check (WWCC) (or willingness to obtain).

Why Join Us?

This is a rewarding opportunity to contribute to a vibrant and mission-driven parish community. We offer a supportive work environment where your skills in administration, facilities management, and ICT coordination will make a tangible impact.

How to Apply

To apply, please submit your **resume** and a **cover letter** addressing your suitability for the role to **david.ranson@bbcatholic.org.au** by **Friday, 25 April 2025**.

For further information, please contact **david.ranson@bbcatholic.org.au**.

The Parish of Chatswood is committed to creating a safe environment for all, with zero tolerance for abuse. Successful applicants will need to complete a National Police Check and Working with Children Check.

Note: Only candidates with the right to work in Australia can apply. No agency contacts, please.