**District Administrator – Secretariat**

The Lutheran Church Australia Queensland District (LCAQD) represents the Lutheran Church in Queensland. The LCAQD consists of Lutheran congregations and agencies (Lutheran Education Queensland, Lutheran Services, Lutheran Youth of Queensland and Queensland Lutheran Early Childhood Services) united in our charter: ‘Engaging people with God’s love in everyday life.’

**The Role**

LCAQD has an opportunity for a highly-experienced and focused District Administrator to provide key District Secretariat support through and beyond a crucial organisational governance change period.

Reporting to the District Church Board (DCB) through the Bishop, the District Administrator provides the vision and leadership necessary to deliver exceptional secretariat services to the DCB and various administrative services to the District, including the Bishops’ desk in alignment with the LCAQD charter, values and culture. The role is also responsible for fulfilling the function of Public Officer to support the DCB in delivering compliance and regulatory outcomes and developing a collaborative strategy for administrative functions across the LCAQD. The role works in collaboration with the four Departments of the LCAQD.

LCAQD is delivering an important governance and administrative change journey and this role plays a significant part in supporting the successful achievement of our strategies.

To be successful you will possess experience within a similar role, be degree-qualified and be a values-driven professional with a commitment to the mission of the Church. Furthermore, you will have the ability to build and maintain strong collaborative relationships, a commitment to quality service standards, change focus and possess highly effective communication skills.

We encourage and welcome candidates from all cultural backgrounds and recommend that you view our website. To see more about this role please view the position description [**Click Here**](https://leq.sharepoint.com/:b:/s/LCAQDExternalSharing/EczSHNPZtGdBv9J_Evvhxn8B8OgqvydoAvzD2GV-gdGRCg?e=wHT8KD)

This full time position offers a competitive remuneration package and professional development opportunities.

To apply for this opportunity to serve in the work of the Lutheran Church in Queensland, please email a copy of your resume and a cover letter to [assistantbishop@qld.lca.org](mailto:assistantbishop@qld.lca.org).

All queries can be directed to Mark Vainikka on assistantbishop@qld.lca.org.au or on 07 35114049.

**Applications Close: Close of Business July 2nd, 2021**

Please note that you must be eligible to work in Australia to be considered for this position. Employment is conditional upon maintaining a relevant clear personal history screening check.