

Addendum to Position Description Executive Assistant - Deputy Executive Director

This addendum forms part of the existing Position Description for the Executive Assistant role and outlines the expanded scope and senior support responsibilities associated with supporting the Deputy Executive Director at Diocese of Sale Catholic Education Limited (DOSCEL).

The Executive Assistant will provide high-level executive and operational support to the Deputy Executive Director and broader Catholic Identity, Leadership, Learning and Teaching portfolio. This role operates as a trusted and professional partner, ensuring the efficient coordination of executive priorities, portfolio activities, stakeholder engagement, governance requirements, and administrative operations across a complex and fast-paced environment.

Supporting a broad and strategically significant portfolio, the role requires a highly organised, proactive and discreet Executive Assistant capable of managing competing priorities, exercising sound judgement, and maintaining strong relationships across internal and external stakeholders. The position will work closely with senior leaders, school communities, diocesan stakeholders, and executive teams to support the effective functioning of the portfolio and achievement of organisational priorities.

In addition to direct support to the Deputy Executive Director, the role will provide coordinated executive and administrative assistance across the wider Catholic Identity, Leadership, Learning and Teaching team, including meeting coordination, documentation preparation, event and travel management, reporting support, and facilitation of key operational processes.

Given the seniority and visibility of the role, the Executive Assistant will also be required to provide executive support coverage to the Chief Executive Officer during periods of leave or absence of the CEO's Executive Assistant. This requires the ability to operate with a high degree of professionalism, confidentiality, responsiveness, and executive presence.

The successful incumbent will demonstrate advanced executive support capability within complex or regulated environments, exceptional communication and stakeholder engagement skills, strong attention to detail, and the ability to anticipate needs and manage sensitive matters with discretion and professionalism. Experience supporting senior executives within education, not-for-profit, faith-based, or similarly complex organisations will be highly regarded.

