

CATHOLIC SCHOOLS' TRUST – WESTERN CAPE

St Dominic's House, 4 Clare Road, Wittebome, Wynberg 7800 Tel 021 7616541 catholicschoolstrust@gmail.com

Vacancy: Catholic Schools Trust Administration Officer

The Catholic Schools Trust (CST) Western Cape, seeks to appoint a suitably qualified and experienced Trust Administration Officer. The CST currently holds the ownership responsibility for a number of Catholic Schools within the Archdiocese of Cape Town, the majority of which are *Public Schools on Private Property*. The Trust Admin Officer will assist the Trustees with a range of management and administrative duties relating to their ownership responsibility. In addition to having the requisite skills, the incumbent needs to have a foundational understanding of Catholic Education and Church structures, and a demonstrable belief in the value of Catholic Education within the mission of the church.

The Trust Admin Officer post is being offered on a full time basis. The Trust Admin Office is established at St Dominic's House, Wynberg, and serves the needs of the Catholic Schools' Trust Western Cape. The post entails some administrative work also for Catholic Schools' Trust, Eastern Cape.

The following skills, competencies and requirements are sought:

- A Catholic who has a commitment to the Church and to Catholic Education
- Relevant experience / qualifications
- Capacity to liaise with the Catholic Schools' Office
- Ability to work independently and take initiative
- Excellent administrative and organisational competencies, attention to detail
- Good written and verbal communication skills
- Minute-taking ability
- IT proficiency
- Good relational and Inter-personal skills
- Flexibility with regard to working hours
- Ability to work with flexibility in diverse contexts
- Analytical and report-writing capacity
- An openness to being mentored and trained
- Ability to facilitate meetings and training
- Capacity to attend school governance meetings on behalf of the Trust
- Assisting in sourcing and training Trust representatives on school governance structures
- Willingness to interact with entities in relation to property matters, eg City of Cape Town, lawyers
- Driver's License and own transport

A succinct CV, including three referees (one of whom should be your parish priest) as well as a letter expressing your interest, and motivating your suitability for this position, should be addressed to

Sr Kathy Gaylor op, Chair of the Catholic Schools Trust at
catholicschoolstrust@gmail.com
by **Friday 17 February 2023.**