

Trinity Theological College, Leederville, Western Australia

Compliance Officer (0.4-0.5 FTE)

Who We Are

Trinity Theological College exists to “prepare people for effective Christian service.” Some 400 degree and diploma graduates now serve in churches or parachurch ministries in Australia and beyond. Our Certificate in Christian Studies (Trinity at Night and Trinity in Town) have benefitted over 4000 people.

Trinity is an independent theological College within the evangelical and Reformed tradition. We treasure the person and work of God as Father, Son and Holy Spirit and acknowledge the inspiration and authority of the Bible in all matters of faith and conduct. Our training emphasizes the gospel of Jesus Christ as the message of Scripture, theological integration, learning in community, and real-life ministry application. We are an affiliated college of the Australian College of Theology.

Who We Need

Trinity seeks a **Compliance Officer** to support the College’s mission while maintaining its reputation for integrity by ensuring adherence to the legal and business environment and fostering a culture of transparency and accountability.

About the Role

We are searching for someone to who can drive the College’s compliance requirements through policy development, review, and implementation. Although this is could be a considerably technical task, it needs to be balanced with an understanding of what will best serve the College, its staff, and its students.

The successful candidate will demonstrate great technical knowledge, as well as excellent organisational and time management skills.

Please see the accompanying [Position Description](#) for details.

Why Trinity?

- ✓ Contribute to raising up the next generation of Christian leaders
- ✓ Work alongside others who share the same vision
- ✓ Benefit from the support and encouragement of a Christian community

Job Environment

- Salary (pro-rata) (depending on qualification and skill level)
- Option available for hybrid working
- Shared car bay available
- Six-month probationary period

How to Apply

- Submit an electronic application to the Business Manager at employment@ttc.wa.edu.au with “Compliance Officer” in the subject line and include **all** the following attachments:
 - ✓ Covering letter that addresses the Selection Criteria as detailed in the accompanying *Position Description*. Please ensure you use a separate heading for each criterion, include recent examples, and explain how your skills, qualifications, or experience demonstrate the criterion
 - ✓ Resume (CV)
 - ✓ Name and contact details for the following referees:
 - Work experience (current manager preferred)
 - Current church pastor or leader
- Any questions related to this position, or the College, should be directed to the above address.
- Applications will be acknowledged.
- Applications close **4pm, 30 September 2024**. Trinity Theological College reserves the right not to make an appointment.