

[Whitehorse Churches Care](#) seeks a paid Non-Director Company Secretary/Governance Manager for an initial period to end June 2026. This short-term pilot, with some funding support from Whitehorse City Council, is intended for post-pilot review and permanence. A modest contract arrangement is sought, while fully negotiable.

Expressions of interest to explore this opportunity, with CV, are invited to Board member [Trudy Skilbeck](#), via board@whitehorsechurchescare.org.au before 7 December 2025.

About the Role

This is a unique opportunity to work alongside a recently strengthened volunteer Board in a collaborative public company entity and Christian church leader network.

During the pilot, the expected availability is approximately one flexible day per week.

A position description for the role will be co-designed with the appointee. There will be priority areas of Board support and Member Church engagement to be agreed.

The Board is in a governance, including Chair, transition, and recognises that investing in WCCs governance shape is the right precursor to deeper, well communicated, collaborative ministry development. The programming of WCC is situationally exceptional and growing; the governance attention needs to match and exceed this.

About You

You have significant governance experience in faith-based Australian public company setting/s.

You have a passion for deep collaboration and innovative partnership. In this, you are comfortable in diverse expressions of Christian church and ministry life.

You evidence high attention to detail; ability to work solo and in non-hierarchical team; and, skills in managing both strategic and operational Board support to best effect.

You ideally have existing engagement with churches in Whitehorse, or otherwise in the Eastern Region. You are personally and prayerfully invested in this local context.

Candidates with governance credentials and experience in leadership of community based development will be highly regarded.

More About WCC

Whitehorse Churches Care is anchored by co-operation; believing that collaboration lightens everyone's load and creates movement towards God. WCC Members seek to walk together in all things, while working together on some things – leveraging towards the full potential of a unified and equipped Church in Whitehorse.

WCC's facilitation of the Community Space at Forest Hill Chase Shopping Centre, with multi-partner backing, creates an accessible, safe place of connection and support for over 450 people weekly. This is but one of the impact stories to be more effectively told.