

POSITION DESCRIPTION (ATTACHMENT A):

Position Title:	Global Project Manager
Department / Dept Head:	Global
Responsible To:	Pastor Brian Houston
Type of Position: Pastoral <input type="checkbox"/> Non Pastoral <input checked="" type="checkbox"/>	Status: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Intern <input type="checkbox"/> Fixed Term <input type="checkbox"/> Hours per Week: 38
Summary of Position: Liaise with Senior Pastors, Lead Pastors and staff worldwide to ensure that global strategies and events are co-ordinated and implemented in a timely and accurate manner, reflecting the life and vitality of Hillsong's message.	
Position Relationships: Indicate by attaching an Organisational Chart	
Key Result Areas	Description
1. Plan and execute participation in global strategies and events	Review existing strategies and events to establish KPI's and measures. Develop and / or contribute to agreed strategies, special events and services such as conferences, Vision Sunday etc. Ensure global strategies and events reflect Senior Pastors vision and requirements.
2. Work with Lead Pastors in development of strategies and events	Develop broad project plans for production and delivery of agreed strategies and events. Liaise with Global Lead Pastors to ensure that everyone is agreed and committed to plans which reflect Senior Pastors vision and requirements.
3. Liaise with staff around the world to implement strategies.	Communicate agreed strategies to appropriate staff globally and identify any issues requiring attention to ensure effective delivery. Work with appropriate staff globally to develop and execute detailed plans for production and delivery. Ensure co-ordination and synchronisation of production and delivery.
4. Develop skills and teams as required utilising the Gift Exchange	Develop the teams and skills required to fulfill the requirements of the role. Lead, direct and develop volunteer team members to ensure quality of output and professional growth. Implement quality control & continuity systems.
5. Budget Control	Preparation of budgets for review and approval of General Manager. Ensure strong financial control and adherence to or improvement of agreed financial targets.

Additional tasks and responsibilities may be assigned by your Department Head as required from time to time.

GENERAL POSITION REQUIREMENTS**1. General Responsibilities**

You, the employee must:

- a. Devote the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties;
- b. Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you from time to time;

- c. Comply with all lawful directions given to you by any person duly authorised from time to time;
- d. Use your best endeavors to promote and enhance the interests, welfare, business, growth and reputation of the Church;
- e. At all times act to a high standard of professional behaviour;
- f. Not act, or be seen to be acting, in conflict with the best interests of the Church;

2. Character and Personal Qualifications

Being a staff member of Hillsong Church, the following are necessary:

- a. Relationship & commitment to Jesus Christ;
- b. Total commitment to Hillsong Church and its vision;
- c. Total commitment and loyalty to the leadership of Hillsong Church, and ability to work in a team environment;
- d. Spiritual maturity consisting of a pleasant, forgiving, non-judgmental, but assertive manner.
- e. Initiative.
- f. Confidentiality.
- g. Ability to work under pressure and remain calm.
- h. Ability to meet deadlines (may involve working outside normal hours).
- i. Ability to communicate effectively with all levels of team, members of congregation and general public.

SKILL AND EDUCATIONAL REQUIREMENTS

Strong leadership skills.

Highly developed communication skills both written and oral.

Exceptional organisational ability.

Strong creative and conceptual ability.

ONGOING VISION

Hillsong Church with its broad vision will continue to grow and expand. Anyone accepting any staff role must understand that “ongoing change” will always be part of this church, and therefore must be flexible, open to challenge & willing to move and grow with that ongoing vision.