

POSITION DESCRIPTION (ATTACHMENT A):

Position Title:	Conference Event Manager & Campus Event Coordinator
Award / Level:	
Department / Dept Head:	Events
Responsible To:	
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: Responsible for the planning and event management of Hillsong Conference, Colour Conference, Men's Conference, Annual Seminar and other special events as required. Responsible for the planning and coordination of all Hills Campus events including Weekend Services.	
Key Result Areas	Description
1. Conferences	Responsible to plan and manage the following (including but not limited to): <ul style="list-style-type: none"> • Liaising with venues and suppliers • Negotiating contracts as necessary • Proposal of suitable event dates, program, budget based on direction from the exec team • Budget planning and management of expenditure once approved • Venue planning and liaison pre-event, during and post-event • Ensure events department are aware of their conference responsibilities and timelines / deadlines • Work with conference ops team to ensure all areas of conference areas are on track
2. Hills Campus	Responsible to plan and coordinate the following (including but not limited to): <ul style="list-style-type: none"> • Attending weekly campus meetings • Working with Campus Pastor on all upcoming events held at Hills Campus • Communicating with all weekend teams re: weekend specific information • Ensuring weekends are strong across the board
3. Special Events	Responsible to plan and coordinate the following (including but not limited to): <ul style="list-style-type: none"> • Securing venues and dates for Album, Easter, etc • Negotiating contracts as necessary • Budget planning and management of expenditure once approved. • Event Schedule and ensure events department are aware of their event responsibilities and timelines / deadlines
4. Weekend Team	Responsible for: <ul style="list-style-type: none"> • Leading, building and managing the Hills weekend events team
5. Students and Training	Responsible for: <ul style="list-style-type: none"> • Student training and job profiles

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

NIL

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.