

POSITION DESCRIPTION (ATTACHMENT A): VENUE MANAGER

Position Title:	Venue Manager - City Campus
Award / Level:	Non Award
Department / Dept Head:	Venue Management /Venue Manager
Responsible To:	Campus Pastor
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 efficient and effective management of the City Campus venue and its assets. Supervise all maintenance, cleaning and building upgrade activities including the safety and cleanliness of the campus whilst ensuring the smooth operation and functioning of the venue on an everyday basis. Supervise and undertake relevant facilities projects, by adhering to plan, budget and deadlines. Build and grow volunteer teams to assist in the everyday (including weekend services) functionality of the venue department.

Key Result Areas	Description
1. Maintenance	Review and implement effective maintenance and cleaning programs pertaining to the City Campus facility and associated venues. Efficiently manage and allocate the City Campus venue budget and expenditure. Ensure scheduled cleaning and maintenance works are being outworked in an efficient and cost effective manner and in a way which prevents conflicts with any events / programs including weekend services.
2. Projects and Contractors	Arrange, undertake and manage maintenance work and building upgrade projects as required. Supervise and liaise with contractors so to ensure planned work is completed within agreed time frames. Ensure high standard of quality in all work undertaken or supervised.
3. Occupational Health & Safety and other Compliance	Ensure safety in the work place and all the other venues of the campus is being maintained. Take proactive measures to prevent occupational and other safety hazards. Ensure all contractors adhere to and follow OH&S regulations. Implement WH&S policies, procedures and other guidelines. Educate subordinates and volunteers on the same. Contribute to the development and management of quality standards, WH&S regulations, Risk Management and injury management functions of the church. Ensure that all facilities comply with Government and other Statutory Authority requirements including ensuring Workplace Safety Inspections and Annual Fire Safety statement requirements are being fully met. This role includes acting as the Chief Fire Warden incase of emergency.
4. City Campus Vehicles	Ensure all City Campus church vehicles documentation including insurances and registrations are kept up to date and that effective controls are in place for all church vehicle usage (including the use of e-tags and petrol cards). Ensure the maintenance and condition of all City Campus vehicles is kept to a high standard and that follow ups on vehicle incidents and damages including the processing of incident reporting, insurance claims and the organising of repairs is achieved within acceptable timescales.
5. City Campus Security	Oversee the security of all City Campus venues through ensuring effective management of security systems including paid security contracts and the building's opening and lock down procedures. Organise and maintain after hours security contacts and timely response to incidents as they arise. Maintain and develop security procedures and databases including the controls of keys / cards as required.
6. Weekend & Key Events	Oversee the City Campus venue during all weekend and key event services. Oversee and support all weekend service venue teams including building, developing and growing volunteer teams for every service (Hosts, Venue

	Oversights, Venue Safety, Street Greet, Bus Ministry teams).
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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

A proven track record or demonstrated aptitude in Facilities Management, strong organisational and communication (written and oral) skills essential. An ability to develop dedication and commitment from team members.

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.