

EVENTS MANAGER

1. POSITION DETAILS		
Position Title:	Events Manager	Review Date:
Reports to:	Executive Director (Scott Sanders)	Sept 2025
2. POSITION CONTEXT		
Organisational Overview	<p>Reach Australia’s vision is to change Australian Christianity through a vibrant network which develops Christian leaders, supports church planters and produces a new generation who can carry the work on. We want to see healthy, evangelistic, multiplying churches across Australia.</p> <p>This vision is carried out primarily through two business units:</p> <p>-PLANT (-2 to 5 years church planting): 3 purpose areas: engage, analyse, and transform. Its vision is to see hundreds of new churches evangelised into existence across Auralia.</p> <p>-GROW (5+ years revitalisation): provides consulting, coaching, and development cohorts to see transformative change in both church leaders and their teams. Its vision is to see a ‘thriving network of theologically driven, evangelistically urgent, spiritually vibrant, and practically skilled church leaders and their teams.’</p>	
Values	theologically deep	spiritually vibrant
	evangelistically urgent	practically skilled
	outwardly fruitful	pastorally wise
Position Purpose	<p>With a primary responsibility of supporting the Reach Australia ministry by arranging relevant meetings and events.</p> <p>You will liaise with the broader Reach Australia network and relevant groups to organise events that we hold. These will include, but are not limited to: the Reach Australia National Conference, Refresh, Reach Australia Development Program intensives and Building Leaders through to planter network state based events. That includes managing all bookings, arranging materials, AV equipment and catering, as well as providing campaign support assistance for the team. You are used to working autonomously with limited supervision and will help with liaising with key stakeholders.</p>	
Key Interactions/ Relationships	<p>The role will report directly to the Executive Director (Scott Sanders) and you will work closely with the Executive Director (Scott Sanders), Director of Church Planting (Derek Hanna), Director of Church Development (Peter Blanch) and Creative Marketing Manager (Liz Fong).</p>	
Special conditions	<p>Some out of hours work is essential</p> <p>Flexible working arrangements is necessary for meetings, functions, events etc</p> <p>Current driver’s licence is essential</p> <p>You will be required to enter into an annual performance agreement for the achievement of outcomes</p>	

3. PRIMARY OUTCOMES AND ACCOUNTABILITIES	
Key result area	Performance Measures
Event Planning & strategy	<ul style="list-style-type: none"> ● Remain up to date with industry trends and best practice to provide relevant ideas on new event possibilities and strategies ● Assist in developing marketing goals and timelines alongside the Executive Director, Executive Assistant and Marketing Manager ● Monitor and manage event expenses within approved budgets ● Liaise with sponsors in regard to program related deliverables
Event Coordination	<ul style="list-style-type: none"> ● Coordinate services for events such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security ● Coordinate supporter/attendee communications as necessary ● Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise ● Review event invoices for accuracy ● Conduct post-event evaluations
Team Development	<p>Contribute to the effective functioning of Reaching Australia For Christ Ltd, including:</p> <ul style="list-style-type: none"> ● Regular liaison with the Director of Church Planting, Director of Church Development, Ministry Support team and wider team ● Participation in team discussions ● Undertaking annual employee development plan ● Attendance at relevant meetings and working parties
Organisation Contribution	<ul style="list-style-type: none"> ● Ensuring a safe working environment at all times by maintaining effective work practices, adopting procedures and practices which comply with the OH&S Act and taking reasonable care to protect your own health and the health and safety of others. ● Complying with the organisation's commitment and implementation of employment practices and policies that ensure compliance with the Children's Protection Act 1993 and other relevant legislation. ● Participating in the organisation's strategic planning processes. ● Ensure confidentiality within the organisation by demonstrating an understanding of confidentiality and information security policies and procedures.
4. POSITION PROFILE	
Skills and Abilities	<ul style="list-style-type: none"> ● A mature Christian faith and active involvement in a Christian church ● Excellent interpersonal and communication skills ● Excellent written & oral skills ● Ability to work on multiple projects at same time ● Ability to set goals and prioritise work tasks ● Ability to work in fast paced environment ● Creative problem solving skills

	<ul style="list-style-type: none"> • Ability to work effectively in a team environment and achieve agreed objectives • Ability to use initiative • Ability to analyse information in a systematic fashion • Ability to maintain confidentiality
Experience	<ul style="list-style-type: none"> • Experience in planning for large scale and multi-faceted events • Working knowledge of Google Suite, Salesforce, Eventbrite, Brushfire • Ability to think strategically, with an analytical and creative approach to problem solving and creative solutions
Conditions	<p>The role is permanent, part-time 3-4 days.</p> <p>It is expected that the successful applicant will work from our Sydney office for part of the week, as discussed with the Executive Director.</p> <p>Office hours are 9.00am to 5.00pm, although flexibility will be important in the role. A time-in-lieu system operates to compensate for out-of-hours work.</p>

5. DELEGATES APPROVAL			
ASSESSED BY:		Date:	Signature:
6. ACKNOWLEDGEMENT BY EMPLOYEE			
Employee Name:		Date:	Signature: