

ROLE STATEMENT



Role Title:	Events Manager
Department/ Team:	North Zone
Location:	Flexible. Working access to an SU Australia office is required
Reports to:	Group Director - North Zone

Scripture Union Australia's Vision & Mission

SU Australia is an interdenominational Christian movement committed to supporting children, young people and their families to discover life through the provision of school chaplaincy services, camps, community-based missions, schools ministry, and at-risk youth programs. SU Australia also offers nationally recognised training programs in youth work through the SU Institute of Training (RTO 30548).

SU Australia is part of the worldwide Scripture Union movement, a movement of Christians working with churches to make God's Good News known to children, young people, and families and to encourage people of all ages to meet God daily through Bible reading and prayer. (scriptureunion.org.au)

SU Australia is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 1,000 staff and thousands of volunteers, working with churches, and serving in communities in all states and territories across Australia.

All SU Australia staff and volunteers are empowered and equipped to champion a child safe culture and are committed to the highest standards of safety and care in our work with children, young people, and families.

Purpose of Role

This role is responsible for the planning, execution and delivery of the SU Australia national events calendar and strategy.

The incumbent will contribute to the nurturing of a child safe culture and working environment.

Direct Reports (roles):	Total Number of Reports (head count):
<ul style="list-style-type: none"> Events Coordinator Events & Fundraising Administrator 	2 (potential for scaled growth to meet organisational needs)

Key Relationships	
Internal	<ul style="list-style-type: none"> Zone Directors Engage & Equip Team Mission Support Regional Managers Field Development Managers Finance Team SU Australia Volunteers
External	<ul style="list-style-type: none"> Suppliers (entertainers, AV companies, printers etc) Venues Event Sponsors SU Supporters

Key Accountabilities	
Accountability areas	Responsibilities
Spiritual Leadership	<ul style="list-style-type: none"> Providing spiritual leadership and support for the Events Team Encouraging employees and volunteers through work and example to live a Christ centred life, committed to the Bible and prayer Seeking to follow Christ and his example in your relationships, decision-making and conduct Encouraging our people to exhibit the fruit of the Spirit in their personal and work lives
Team leadership	<ul style="list-style-type: none"> Prioritise, delegate, oversee and coordinate the day-to-day operational and administrative functions and lead the team to promote service delivery standards Oversee the equitable distribution and balance of workload. Plan and facilitate the development and coordination of training for the team Plan and provide orientation and induction of new team members for their role Review performance against goals and establish an annual development/learning plan with each staff member.

	<ul style="list-style-type: none">• Identify and manage performance issues. Escalate serious or ongoing issues to the relevant Group Director and People Services for guidance• Monitor attendance and approve leave arrangements• Revise Role Statements annually with guidance from People Services• Develop and maintain documented procedures and recommend improvements as necessary• Provide leadership in relation to child safety by acting as a role model and ensuring that all team members demonstrate behaviour in line with a child safe culture.• Monitor the health, wellbeing, and morale of the team
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Strategic Planning for national events	<ul style="list-style-type: none"> • Develop event vision, purpose and strategy with relevant stakeholders aligned to SU Australia's strategic plan • Remain up to date with industry trends and best practice to provide relevant ideas on new event possibilities and strategies. • Develop marketing strategies for each event which includes goals and timelines alongside the Marketing & Production Team • Develop revenue strategies for each event which seeks to increase profit margins
Event Management	<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
Partnership & Sponsorship Development	<ul style="list-style-type: none"> • Develop a Partnership Plan to identify and establish new event sponsors and partnerships that are in line with SU Australia's Strategic Priorities, values, and brand • Manage, support and grow relationships with existing events partners and sponsors. • Monitor and report to partners and sponsors on a regular basis with the view to grow the relationship and enhance partner and sponsorship opportunities • Development and negotiate Partnership and Sponsorship Agreements and project manage the delivery of these against agreed objectives, ensuring agreed deliverables are appropriately met according to their sponsorship level. • Working with the Group Manager, Marketing and Production, develop marketing/PR campaigns, sponsorships or corporate responsibility plans for partnerships.
Financial & Risk Management	<ul style="list-style-type: none"> • Develop annual budgets for both individual events, and the needs of the Events Team • Monitor and manage event expenses within approved budgets • Negotiate contracts with venues and vendors ensuring contracts meet our organisational needs. • Develop risk management strategies and plans with the Risk Management team, to ensure the safety of all staff, volunteers and participants as well as property used.

Team contribution	<ul style="list-style-type: none"> • Contribute to the immediate team and the broader teams in SU Australia • Participate in SU Australia devotion activities including prayer retreats • Contribute at team meetings • Participate in wider organisation-based activities and learning opportunities • Demonstrate behaviour in line with a child safe culture • Comply with WHS requirements • Protect own health and safety • Protect safety of others. Report hazards, risks and all incidents.
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Qualifications and experience
<ul style="list-style-type: none"> • Relevant tertiary qualifications in event management • Minimum of 3 years experience in producing events • A valid driver's licence

Competencies	
Competency areas	Definitions
Financial astuteness	Understanding financial data and managing financial resources, including budgets and resource allocation.
Judgement/ decision-making	Committing to an action after evaluating alternatives based on logical assumptions and facts. Taking into consideration the resources available, operational constraints and organisational values when deciding on a course of action.
Planning and organising	Establishing a course of action for self and/or others to accomplish goals. Prioritising the work of the team appropriately. Monitoring team workload and taking corrective action when required.
Delegation of authority and responsibility	Allocating decision-making authority and task responsibilities to appropriate team members. Utilising team members' time, skills and potential effectively. Intervening to resolve issues for team members when required.

Team leadership	Role modelling behaviour for team members and others in the organisation that demonstrates servant leadership in accordance with a Christian ethos. Interacting with all SU Australia people and stakeholders in a manner that demonstrates respect, consideration and encouragement.
Technical / Professional	High level of competency in the following areas: <ul style="list-style-type: none"> • Skills in organising, planning and prioritising tasks and projects • Microsoft suite • Google Suite • Intranet based reporting, planning, and record tools • EventsAIR registration program (desirable)
Collaboration	Working effectively with others in the organisation (including fellow team members and people in other teams) to accomplish organisational goals and to identify and resolve problems.
Communication (verbal and written)	Using effective interpersonal skills to present ideas and views to individuals or groups (including nonverbal communication). Targeting presentations to the characteristics and needs of the audience (should the role require giving presentations). Expressing ideas clearly in any written format (memo, email, and letter) with correct spelling, grammar and structure.
Customer service	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.
Problem solving	Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.
Self-management	Managing one's own wellbeing and workplace behaviour in order to contribute to a positive culture within SU Australia. This includes: <ul style="list-style-type: none"> • Maintaining and promoting social, ethical and organisational norms in line with a Christian ethos; • Taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour; • Maintaining stable performance under pressure and managing one's own stress effectively; • Handling disappointment and/or rejection while maintaining effectiveness; • Demonstrating perseverance by staying with a plan of action until the desired objective is achieved or is no longer required; and

	Being open to change and willing to adapt to new directions; adapting working style to blend with changes; and articulating workplace concerns in a respectful and constructive manner.
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Additional Requirements
<p>SU Australia requires that the incumbent:</p> <ol style="list-style-type: none"> 1. agree with, and agree to work under, the aims, beliefs and working principles of SU 2. be able to demonstrate a living and personal relationship with Jesus Christ 3. be able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular 4. be a respectable member of a local Christian church we recognise 5. be in receipt of a current positive Working With Children Check for the purposes of child related employment 6. be willing to work under SU Australia's Staff Code of Conduct

Developed by	Group Director, North Zone
Approved By	Group Manager, People Services
Effective Date	September, 2022