

Position description

Position title	Embracing Ministries Events and Operations Coordinator
Status	Part-time (0.5 FTE), permanent
Award	Clerks- Private Sector Award 2020
Classification	Level 4

Embracing Ministries

Embracing Ministries is the Anglican Diocese of Canberra and Goulburn ministry unit. We provide holistic care to support children with disability and their families, regardless of religious affiliation. We offer activity-based programs for young people and carers, pastoral care services, and parish training in disability inclusion.

Position Purpose

The Events and Operations Manager is key in supporting the Director of Embracing Ministries (EM) and is responsible for event planning and delivery.

The role is outward-facing and important in ensuring the successful delivery of EM's programs and events with our community. The E&O Manager will work in close collaboration with the Director and other EM staff while being able to work autonomously.

Key functions of the role include the efficient planning and delivery of EM programs (such as monthly carer's events and regular children's activity programs), assisting the Director with operational management, including the budget and Safe Ministry compliance, and providing some administrative support to the Director and the Board.

Primary Responsibilities

The duties of the role include:

- Working with the EM team to undertake event planning, preparation, and delivery, including maintaining a calendar of events, event promotion, bookings, and volunteer management.
- Contributing to event risk assessment and management.
- Contributing to the development and maintenance of policies and procedures, and support systems (such as file management, OH&S procedures, etc).
- Co-hosting or hosting events on event day.
- Maintaining financial records and customer databases, including the donations register and customer relationship management (CRM) database.
- Administration and coordination of event volunteers and partners.

- Contributing to communications and social media feeds and being able to use applications such as Canva, SurveyMonkey, Wufoo, Mail Chimp, Instagram, Facebook, and similar.
- Facilitating Safe Ministry compliance of staff and volunteers and maintaining up-to-date records.
- Liaising with and building relationships with Diocesan entities to enable EM's mission: entities include Anglicare, Anglican Diocesan Services (ADS), Anglican Investment & Development Fund (AIDF), St Mark's Theological College, parishes, schools, etc.
- Promoting and exemplifying the mission and ethos of Embracing Ministries.
- Being secretary to the Embracing Ministries Board
- Undertaking other duties as assigned by the Director or Chairman.

Key Personal Attributes

The role would suit someone with the following personal attributes.

- Compassionate, patient, and respectful; able to work as a team and partner with vulnerable people.
- Strengths in pro-active planning, timeliness, and organisation.
- Customer focussed and capable of high-quality work, paying attention to detail, and working autonomously.
- Commitment to continuous improvement and seeking innovation and/or use of best practices; has a can-do / problem-solving attitude.
- Experience in primary education, specialist education, youth work, and/or chaplaincy is advantageous.
- Experience working with volunteers is an advantage.

Key Knowledge, Skills, and Experience

The role requires:

- Commitment to supporting Christian values, Embracing Ministries' mission, and the Anglican Diocese.
- Demonstrated ability to work alongside people with disability and their families, demonstrating well-developed empathy.
- Demonstrated ability to plan and deliver customer-focused events with attention to detail.
- High-quality verbal and written communication and interpersonal skills.
- High-level computer literacy and skill using online meeting platforms such as Zoom and MS Teams, and ability to use the MS Office suite, including Outlook, Word, Excel, and PowerPoint.

The incumbent must possess a:

- Satisfactory police and criminal history checks conducted by ADS
- Valid and current ACT Working with Vulnerable People accreditation (Optional: also hold NSW Working with Children Check)
- Valid and current NSW or ACT Driver's Licence

Other requirements

The Events and Operations Manager is required to:

- Abide by the ADS Code of Good Practice, relevant professional standards, and legislated regulations and maintain high confidentiality.
- Participate in ongoing professional development and mandatory and other training as required by the role.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths-focused.
- Arrangements regarding participation in events and camps outside Canberra are discussed case-by-case. Travel and overnight stays may be necessary.
- the role requires some flexibility in work hours due to the weekend programs offered. Work hours are managed in consultation with the Director; time-in-lieu is used to manage the total hours worked.
- Hybrid work arrangements may be agreed upon with the Director; however, most of the role will be based in the Embracing Ministries office, central to Canberra.

Reports to: Directly: Embracing Ministries Director
Indirectly: Embracing Ministries Board Chairman (In the absence of the Director, the Events and Operations Manager will report to the Chair of the Board to ensure continued operations of EM).

Key relationships Anglican Diocesan Services
Anglicare NSW South, NSW West, ACT
Parishes and Ministry Units
Non-Anglican churches within the Canberra and Goulburn Diocese
Relevant disability service providers