

POSITION DESCRIPTION

EVENTS ADMINISTRATOR

Fixed Term

Our Vision

A world shaped by love, compelled and informed by the Gospel.

Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

Location

This role is based at Laidlaw's Henderson campus.

Key Relationships

Responsible to: School Manager - Theology/Centenary Project Lead

Other Key Relationships:

- School of Theology/Centenary Coordinator
- School of Theology Administrator
- Communications Lead
- Student Dean
- Personal Assistant to National Principal/CEO
- Culture & Relationships Coordinator
- Pou Ārahi/Cultural Advisor
- External stakeholders including Alumni and Partners

Role Purpose

The Events Administrator's primary responsibility is to support the School of Theology Manager with the smooth running of the Laidlaw Centenary project. They will also support general school administration as required.

This role is critical in supporting the Centenary Project Lead to balance the requirements of the different elements of the Centenary celebration, alongside ensuring effective administration of School of Theology day-to-day operations.

The Events Administrator will work alongside the Centenary Coordinator, to support the Centenary Project Lead and the rest of the Centenary Project team. They will contribute to ensuring the objectives of the Centenary project are well executed.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
Event Administration & Coordination	<p>Assist with project coordination for the Centenary celebration weekend</p> <p>Assist in researching and planning elements needed for all Centenary projects, including supporting the wider Centenary Project team</p> <p>Respond to Centenary enquiries via email & phone</p> <p>Proactively handle arising issues and troubleshoot emerging problems in consultation with Centenary Lead as needed</p> <p>Contribute ideas to improve the event planning and implementation process</p> <p>Help coordinate staff and volunteers in the lead up and outworking of Centenary weekend</p>
School of Theology Administration Support	<p>Support the School Manager/Centenary Project Lead as and when required with administrative, coordination or research tasks.</p>
School Administration & Events	<p>Assist in the processes required for the administration of the School, its students and staff across all campuses as required.</p> <p>Support the School Coordinator and School Administration in the completion of School Administration & Event tasks as required.</p> <p>Communicate proactively and professionally with students and staff as required via email, Microsoft Teams and phone.</p>

Qualifications

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
Educational qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Relevant qualifications and/or experience in administration <p>Desired</p> <ul style="list-style-type: none"> • Event Management qualification
Skills/Knowledge/ Experience	<p>Essential</p> <ul style="list-style-type: none"> • Excellent English communication skills (verbal and written). • Strong interpersonal skills, demonstrating warmth and confidence, and excellent customer service skills, ensuring positive interaction with internal and external stakeholders whether in person, via email or on the phone. • Strong time management, planning and organisational skills • The ability to prioritise and work well under pressure to meet tight deadlines • Ability to think creatively and strategically • An ability to be flexible and work outside regular work hours (such as when evening events are scheduled) • Ability to work autonomously and in a team, show initiative and take responsibility • Demonstrable experience with information technology, in particular, Microsoft Word, Excel, Outlook & Teams. • Demonstrated integrity, discretion and sound judgement. • Full driver's license <p>Desired</p> <ul style="list-style-type: none"> • Event Coordination/Management • Project Coordination/Management • Research/Scoping experience • Volunteer coordination experience • Event production experience