

POSITION DESCRIPTION

EVENTS & OPERATIONS

COORDINATOR

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: Centre for Church Leadership Operations Lead | Laidlaw Events Manager

Other Key Relationships: Centre for Church Leadership Director
Centre for Church Leadership Coaches
Communications Lead
Student Dean
Culture & Relationships Coordinator
Pou Ārahi/Cultural Advisor
External stakeholders including Alumni and Partners

Role Purpose

The Events & Operations Coordinator's primary responsibility is to support the Centre for Church Leadership Operations Lead | Laidlaw Events Manager with the smooth running of all Events & Operations. They will also support general administration as required.

This role is critical in supporting the requirements of the different elements of event projects, alongside ensuring effective administration of day-to-day operations.

Role Accountabilities

| ACCOUNTABILITIES | KEY TASKS |
|-------------------------|--|
| Event Coordination | <ul style="list-style-type: none">• Project coordination for Laidlaw Events• Assist in researching and planning elements needed for all projects• Proactively handle arising issues and troubleshoot emerging problems in consultation with Operations Lead Events Manager as needed• Contribute ideas to improve the event planning and implementation process• Help coordinate staff and volunteers in the planning and implementation of all projects• Assist in the planning and implementation of marketing for events, including copy writing if needed• Respond to enquiries via email and phone |
| Operations Coordination | <ul style="list-style-type: none">• Assist in developing the processes required for the administration of the Centre as required.• Support the Operations Lead Events Manager in the implementation of all administration and event tasks as required.• Communicate proactively and professionally with coaches, staff and students as required via email, Microsoft Teams and phone. |

Qualifications

| QUALIFICATION/SKILL/ EXPERIENCE | DETAILS |
|------------------------------------|---|
| Educational qualifications | <p>Essential</p> <ul style="list-style-type: none"> • Relevant qualifications or experience in event coordination and 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"> • 5+ years experience in event coordination • 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 • Copy writing and/or marketing experience |