



Katoomba Christian Convention  
"All One in Christ Jesus"

## Role Statement

Role Title	<b>Event Coordinator</b> ( <i>Maternity Fill-In Position, Nov 2021 – Jun 2022</i> )
Reports To	Manager – Conventions & Admin
Direct Reports	None
Primary Objectives of the Role	<p>The role of the KCC Event Coordinator is to lead the logistical organisation of KCC convention events and ensure the successful end-to-end execution of tasks.</p> <p>The Event Coordinator is the key liaison between the KCC staff teams (office and convention centre staff) and the individual volunteer committees responsible for each convention event.</p> <p>This is a full-time position. It is based in KCC's office in Burwood, NSW. When conventions are operating the Event Coordinator will need to be present at the venue (either Katoomba and/or Sydney) for all set-up/pack up times in addition to the actual event.</p>
Job Context	<p>Katoomba Christian Convention (KCC) is an interdenominational, non-profit preaching conference ministry, and currently operates 6-7 conventions annually. KCC owns and operates a 10ha conference centre in Katoomba, NSW. It operates many of its conventions from there and from other Sydney venues.</p> <p>Each convention is organized by a combination of volunteer and staff effort. Each convention has its own volunteer organising committee, with a Chairperson responsible for platform content, recruiting volunteers and networking. The Event Coordinator's role complements these efforts by focusing in the areas detailed below in order to achieve a successful event.</p>
Scope of Role	<p><b>Event Planning</b></p> <ol style="list-style-type: none"><li>Drive the agenda on logistical organisation of the event alongside the committee Chairperson</li><li>Set up, manage and assist with the registration and accommodation booking process for events</li><li>Liaise with Venue on all logistical requirements such as accommodation allocations, contracts, catering, equipment, deliveries, bump-in/out</li><li>Develop and manage convention budgets in order to achieve broader KCC financial goals</li><li>Engage suppliers and contractors for the event including (but not limited to) AV services, caterers, photographers, printers, mailing houses, equipment hire and book retailing</li><li>Identify areas of potential risk to the successful operation of an event and assist in resolving them</li><li>Ensure all preparations for events are complete for events together with the Event Support team, such as resources for delegates (nametags, booklets),</li></ol>



	<p>registration desk setup, cash floats and pickup, volunteer checks, counsellor packs, site host kits, first aid services, signage</p> <ul style="list-style-type: none"> <li>h. Attend regular Convention Committee meetings (most after work hours) to facilitate coordination between staff and volunteer teams</li> <li>i. Assist the committee, particularly the Chairperson, with planning to ensure decisions are made, tasks are scheduled, and deadlines are communicated clearly</li> <li>j. Work in coordination with the Chairperson to ensure that KCC's Vision, Purpose and Core Values are being adhered to</li> </ul> <p><b>Marketing and Promotions</b></p> <ul style="list-style-type: none"> <li>a. Plan and execute marketing and promotional initiatives specific to the event as directed by the Conventions &amp; Admin Manager</li> <li>b. Liaise with graphic designers, KCC staff and Committee Chairperson on production of promotional and convention materials</li> <li>c. Ensure marketing material meets branding guidelines</li> <li>d. Work with KCC staff and graphic designers to setup and manage websites, brochures, and other marketing collateral</li> <li>e. Review and analyse feedback and results from events to provide post-event de-brief reports and recommendations for improvement</li> </ul> <p><b>Event Operation</b></p> <ul style="list-style-type: none"> <li>a. Be the main point-of-contact at the relevant convention events and ensure that all systems and requirements are operational</li> <li>b. Manage overall coordination of key areas such as volunteer teams, registration, parking, ushering, catering, accommodation, cash handling and media duplication</li> <li>c. Liaise with KCC Head Office staff, StayKCC staff, committee, volunteers, suppliers and contractors at convention events</li> <li>d. Provide customer service and problem solving onsite as required</li> </ul> <p><b>Systems and Processes</b></p> <ul style="list-style-type: none"> <li>a. Develop and maintain convention-specific event manuals and process documents in consultation with the Conventions &amp; Admin Manager</li> <li>b. Actively contribute to the ongoing improvement of relevant systems and processes relating to convention events</li> </ul>
Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> <li>1. KCC Executive Director</li> <li>2. KCC Manager – Conventions &amp; Admin</li> <li>3. KCC Convention Committee Chairpeople</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>1. KCC Convention delegates</li> <li>2. Volunteers</li> <li>3. Suppliers and Contractors</li> </ul>
Key Result Areas	<ul style="list-style-type: none"> <li>1. Excellent logistical organisation of KCC events, resulting in high levels of delegate (customer) and volunteer satisfaction</li> <li>2. Excellent coordination and cooperation with KCC staff on sales and marketing, resource and fundraising initiatives to achieve event objectives</li> </ul>



	<p>3. Establishment of strong working relationships with volunteer KCC Convention Committee Chairpeople and Committees</p> <p>4. Successful management of event budget</p>
Skills	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Proven ability in taking the initiative and achieving successful end-to-end execution of projects and tasks to meet objectives and deadlines</li> <li>• Exceptional organisational ability and understanding of the logistical requirements of large-scale events</li> <li>• Ability to work well under pressure, successfully prioritising multiple deadlines and making sound and timely decisions to achieve stakeholder satisfaction</li> <li>• Demonstrated ability to work successfully with both staff and volunteers in a small-team, faith-based, not-for-profit environment</li> <li>• Excellent negotiation skills and strong track-record of developing and maintaining positive working relationships with third-party suppliers and contractors</li> <li>• Strong verbal and written communication skills that enable effective communication with people at all levels inside and outside KCC</li> <li>• Ability to develop and manage a budget</li> <li>• Strong proficiency in using Microsoft software applications and ability to learn new systems quickly</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>• Strong understanding of marketing planning, channels and execution</li> <li>• Familiarity with CRM systems</li> <li>• Ability to identify and focus on customer (delegate) needs</li> <li>• Creativity in event-experience ideas and delivery</li> <li>• Ability to motivate and train others</li> </ul>
Experience	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Minimum 3 years full-time event experience in the commercial sector</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>• Marketing coordination experience</li> <li>• Volunteer or sponsorship management experience</li> </ul>
Personal Attributes	<p>Essential:</p> <ul style="list-style-type: none"> <li>• An evangelical Christian committed personally and professionally to the authority of the Bible as Scripture</li> <li>• Active contributing member of a Bible-based local church</li> <li>• Must agree with KCC Statement of Faith and Code of Conduct</li> <li>• The ability to relate to people across the Christian denominational spectrum</li> <li>• Committed to a high standard of Christian personal integrity in workplace relationships</li> <li>• Calm under pressure</li> <li>• Stamina</li> <li>• Self-motivated</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>• Attendance of KCC events and ability to testify to the benefits in your life</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Undergraduate degree in event or hospitality management highly desirable.</li> </ul>



	<ul style="list-style-type: none"><li>• Qualifications in marketing or business management will be considered.</li></ul>
Other Requirements	<ul style="list-style-type: none"><li>• Child protection check will be undertaken by KCC</li><li>• A personal character reference from a current or recent church minister will be required in addition to professional references.</li><li>• Own car for travel to events and work-related meetings</li></ul>
Contract Period	<p>This role is a maternity fill-in position, from end November 2021 through to end June 2022 with a probationary period of 4 weeks. During this probationary period either party is able to terminate the employment agreement on two (2) weeks' notice. All entitlements will accrue and be payable on a pro-rata basis.</p>