

## Event Coordinator (fixed-term contract)

Wesley Congregational Life

March 2026

### Agreement

\_\_\_\_\_  
Signed-Manager

\_\_\_\_\_  
Signed-Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 1. Overview of Wesley Mission

Wesley Mission delivers services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is: “A Spirit-led disciple-making movement: doing all the good we can because every life matters”.

With soft hearts, sharp minds, hard feet, and open hands, we seek to continue the work of Jesus Christ in Word and deed.

## 2. Overview of Wesley Congregational Life

Wesley Congregational Life (WCL) is the spiritual heart of Wesley Mission and seeks to grow Christ-centred communities through:

- Worship services and our diverse and vibrant congregations across Sydney
- Connecting and empowering our community service 'deed' ministry through Chaplaincy
- Establishing and growing the presence of the church in NSW

## 3. Overview of Role

This role will provide administrative leadership, coordination and support to enable the ministry of Wesley Mission across our congregations and chaplaincy services.

A significant portion of the role will be exercised through Events Management. This role will be responsible for the planning, coordination, communication, and delivery of major ministry events across Wesley Mission, including:

- Christmas Day Community Lunch
- Season of Prayer Campaign
- Out of Home Care Art Exhibition
- Team workshops and retreats
- Church fellowship events
- Chaplaincy and staff engagement events

Approximately 30% of this role also encompasses administrative responsibilities to ensure smooth operational support across congregational and chaplaincy areas. This includes management of the website, databases, room and parking bookings, calendars, and rosters.

## 4. WCL Relationships and Beyond

### Reporting to:

Business Manager, Wesley Congregational Life

### Working with:

- Head of Chaplaincy, Wesley Congregational Life
- Pastors, Elders and Lay Leaders of Wesley Mission's Congregations;
- Wesley Congregational Life support staff, e.g. teams, networks and committees;
- Corporate service teams e.g. Finance, Legal, Marketing, Fundraising, Property, and Human Resources;
- External suppliers including venues, caterers and service providers
- External bodies e.g. Uniting Church staff, government departments, industry associations and corporate partners.

## 5. Key Areas of Responsibility

### Event Planning and Coordination

- Plan, coordinate and deliver two Easter lunches (Sydney and Coffs Harbour) in alignment with Wesley Mission values and objectives.
- Develop detailed event plans, timelines and run sheets.
- Coordinate event logistics including venue setup, catering, equipment, registrations, signage and staffing.
- Support a welcoming, safe and hospitable experience for attendees.

### Stakeholder and Volunteer Coordination

- Work collaboratively with internal stakeholders to clarify event objectives and requirements.
- Coordinate volunteers and event-day support personnel.
- Liaise with suppliers and service providers to ensure timely and quality delivery.

### Administration and Budget Support

- Assist with event budgets, tracking expenditure and maintaining appropriate records.
- Ensure required approvals, documentation and contracts are completed in line with Wesley Mission policies.
- Support administrative tasks related to invitations, registrations and follow-up communication.

### Risk Management and WH&S

- Identify and manage event-related risks.
- Prepare and implement event risk assessments and WH&S plans.
- Ensure compliance with Wesley Mission's Work Health & Safety policies and procedures.

### Post-Event Evaluation

- Assist with post-event evaluation and reporting.
- Contribute learnings and recommendations for future events.

## Ministry support and administration

- Provide coordination and support to enable chaplaincy response across Wesley Mission community services
- Report and liaise with Wesley Property and contractors on building maintenance issues in Wesley Centre
- Manage existing systems and databases to ensure appropriate use, security and accuracy, of information in programs such as CCLI, Elvanto and spreadsheet records.
- Manage office and meeting spaces to ensure they support worship, ministry and operations in a safe environment
- Manage procurement of stationery, printing and office supplies as required.
- Manage car park bookings including the distribution and use of parking passes.
- Manage the use of meeting rooms to accommodate for Wesley Mission ministries including bookings and room setup.
- Provide support to ensure compliance with policies and procedures
- Liaise with concierge and ministry teams to ensure a smooth connection of visitor and pastoral enquiries to the ministry team
- Support the preparation and delivery of communications across congregations
- Manage calendars and rosters within the team

## 6. Other Professional Responsibilities

### Values Driven Service Culture

- Proactively support a positive, inclusive and service-oriented culture reflective of Wesley Mission's values.
- Act with integrity, professionalism and respect in all interactions.

### Financial Accountability & Sustainability

- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- Adhere to established financial policies and procedures of Wesley Mission
- Participate in environmentally positive work practices.

### Effective WH&S and Risk Management

- Take responsibility under the Work Health & Safety Act for the health and safety of all persons encountered during employment.
- Report hazards and incidents in accordance with Wesley Mission procedures.

### Confidentiality and Privacy

- Demonstrate strict compliance with Wesley Mission's privacy, confidentiality and dignity protocols.

## 7. Selection Criteria

To be successful in this position, candidates must possess the following:

### Experience and Qualifications

- Experience in event coordination, administration and project support.
- Experience and knowledge about the operations of a church.
- Qualifications in event management, hospitality, community services or a related field (desirable).

### Skills and Behaviours

- Strong organisational skills with high attention to detail.
- Ability to manage priorities and meet deadlines within a fixed timeframe.
- Effective written and verbal communication skills.
- Demonstrated ability to work collaboratively with staff, volunteers and external partners.
- Proficiency in Microsoft Outlook, Word and Excel.
- Flexibility to work after-hours as required and mutually agreed upon.

### Knowledge

- Understanding and commitment to the vision, mission and Christian principles of Wesley Mission and its Word and Deed ministry
- Commitment to and trust in the Lord Jesus Christ together with suitable knowledge, understanding and formal training of the Christian faith;
- Knowledge and understanding of safe work health and safety practices.

### Other Requirements

- Hold and continue to hold a WWCC issued by the NSW Office of the Children's Guardian
- Hold and continue to hold an entitlement to work in Australia
- Hold and continue to hold a current NSW Driver's Licence

## 8. Role Details

This is a 12-month fixed-term position primarily serving in the Sydney region. The role is full-time and may be occasionally required to work on Sundays to support congregational ministry.

## 9. Agreement

In signing page one, I confirm I have read, understand and agree to work in accordance with this position description. I also understand that this position description is not exhaustive and agree to comply with all reasonable requirements of me in addition to those specified in the position description.