POSITION DESCRIPTION

Events, Projects and Administration Manager

Perry Centre for Renewal

ANGLICAN DIOCESE OF MELBOURNE

Reports to: Director of Vision and Communication

About Perry

We believe God is opening a new chapter for his Church across Melbourne and Geelong. We long to see more people discovering life in Jesus, churches growing in health and confidence, and new generations finding their place in God's mission. The Perry Centre for Renewal is the Diocese of Melbourne's investment in that future.

Through our For the harvest vision, we are committed to forming missional disciples, raising and releasing leaders, and renewing and planting healthy churches. Perry brings together people, experience and practical support to help churches pursue that calling. We will walk alongside churches and leaders, strengthen what is already bearing fruit, and help new possibilities take root. Children and young people are central to this work, contributing to the life and renewal of the Church today and shaping its future.

We are building a team with the faith to expect God to work, the imagination to explore new possibilities and the humility to learn together. Working across our Anglican traditions, cultures and communities, we will pray, listen, share what we learn and support churches as they take their next faithful steps.

This is an opportunity to help shape Perry from its early stages and contribute to work with lasting significance. Whether your gifts are in ministry, communication, research or practical organisation, your work will help churches and leaders grow in their capacity to serve their communities and share the good news of Jesus.

Position purpose

The Events, Projects and Administration Manager coordinates the practical delivery of Perry's events, projects and shared administration. Working with program leads, the manager turns agreed priorities into workable plans, organises the people and resources needed, and follows through so that activities run well and participants feel welcomed and supported.

By making learning communities, courses and other activities run well, the role helps churches and leaders access the support they need for discipleship, leadership and renewal.

This is a practical management role combining planning and coordination with direct involvement in delivery. During Perry's establishment, the manager will develop simple systems, help recruit an assistant and build reliable administrative support for the team.

Scope of the role

The role is expected to support around 50 to 60 event days each year, alongside project coordination and shared administration. Activities may include courses, learning communities, leadership formation, prayer activities and visits by practitioners. Chapter House will be an important venue, with events also taking place elsewhere across Melbourne and Geelong.

Some evening or weekend work is required, with arrangements agreed under the applicable employment conditions.

Essential qualities

- Demonstrated experience delivering events and coordinating projects involving several contributors and competing deadlines.
- Strong planning and organisational skills, attention to detail, and the ability to take an agreed brief through to completion.
- Clear communication, a welcoming approach and the ability to build effective relationships with team members, participants and external partners.
- Experience managing budgets, working with suppliers and maintaining accurate administrative records.
- Confidence using Microsoft 365, including calendars, spreadsheets and shared documents, and the ability to learn event registration and other digital systems.
- Ability to supervise and support team members, coordinate volunteers and contribute to a collaborative team.
- Sound judgement, discretion and adaptability when plans change or urgent issues arise.
- The role requires respect for the Christian mission of the Diocese of Melbourne and the ability to work constructively across its varied church traditions and communities.
- Relevant qualifications in events, project management or administration, or equivalent practical experience, would be valued. Experience in a church or not-for-profit setting, and in establishing systems for a developing team, would also be helpful.

Key responsibilities

Event planning and delivery

- Plan and coordinate events from the initial brief through to delivery and review, agreeing schedules, responsibilities, budgets and practical requirements with programme leads.
- Arrange venues, catering, equipment, materials and any required travel or accommodation. Coordinate use of Chapter House with the relevant venue and facilities teams.
- Oversee registrations, participant enquiries and practical information. Work with the Communication and Media team on invitations and promotion, and make appropriate arrangements for accessibility and participant needs.
- Coordinate event staffing, volunteers, setup and pack-down. Provide a visible point of contact on event days and resolve practical issues promptly.

Project coordination

- Maintain a shared calendar and delivery plans for agreed Perry activities, with clear owners, deadlines and dependencies.
- Track progress, follow up actions and decisions, and keep team members informed. Identify scheduling conflicts, delivery risks and resource pressures early, bringing options to the Director.
- Coordinate the practical delivery of agreed projects with staff, partners and external providers, keeping activity within the agreed scope.

Shared administration and team support

- Establish straightforward systems for bookings, records, shared files, contacts and routine administration, using existing diocesan systems wherever possible.
- Provide and coordinate agreed administrative and PA support for Perry leadership and the team, including meeting arrangements, diaries, papers, action records and travel.
- Maintain accurate participant and activity records, handle information confidentially, and coordinate practical follow-up and feedback after activities.

Budgets and suppliers

- Prepare and monitor event and project budgets with programme leads and Finance, maintaining clear records of commitments and expenditure.

- Obtain quotations, coordinate suppliers and process invoices through the appropriate systems. Work within agreed financial delegations and raise proposed changes promptly.
- Coordinate event risk and safety arrangements with the relevant specialists, applying diocesan requirements for procurement, privacy and safe ministry.

Team leadership and improvement

- Help shape and recruit the supporting assistant with the Director and People and Culture, then provide line management, guidance and development.
- Agree priorities, allocate work and organise cover so that the manager and assistant provide dependable support across the team.
- Use feedback from team members and participants to improve delivery, simplify processes and share practical learning.

Working relationships and authority

The manager reports to the Director of Vision and Communication and works closely with Perry programme leads, the Communication and Media team, Finance, People and Culture, and venue staff. The role also involves working with churches, participants, speakers, visiting practitioners, suppliers and volunteers.

Programme leads are responsible for ministry content and programme outcomes. The manager coordinates practical planning and delivery, making day-to-day decisions within agreed plans, budgets and delegated authority. Changes to priorities, scope or resources are agreed with the Director and relevant programme lead.

Success in the first year

- A reliable shared calendar and delivery plans are in use, with responsibilities and deadlines understood across the team.
- Events and projects are delivered within agreed plans and budgets, with positive participant feedback and practical improvements made in response.
- Booking, participant, financial and administrative records are accurate and useful, and team members receive timely follow-up and support.
- The assistant is recruited through the agreed process, supported well and given clear responsibilities.

Working location

This role is based in Melbourne, with time spent at the office at 209 Flinders Lane and working in parishes and other venues across Melbourne and Geelong.

Applying for this role

For more information or to apply, email positions@melbourneanglican.org.au. Please include your CV and a cover letter addressing the role requirements with your application. **Applications close: 22 November 2026**