**POSITION DESCRIPTION**

**ST FRANCIS’ EVENTS COORDINATOR – Part-Time (0.6 FTE)**

**12 month Contract**

St Francis’ Pastoral Centre

326 Lonsdale Street, Melbourne VIC 3000

**ORGANISATIONAL CONTEXT**

The Congregation of the Blessed Sacrament, Province of the Holy Spirit, Australia, is part of a worldwide family of Catholic priests, brothers, deacons, and sisters drawn together by a shared commitment to build and support Christian communities whose lives are centred on the Eucharist. The Congregation was founded in 1856 in Paris by St Peter Julian Eymard, who was canonised in 1962.

The Australian Province is primarily responsible for two shrines – St Francis' Church, Melbourne and St Peter Julian's Church, Sydney. The Trustees of the Blessed Sacrament Fathers (“the Congregation”) is committed to ensuring their ministries are an appropriate expression of its charism and to the safety and well-being of everyone who visits and worships at the two city shrines. The Congregation is a signatory to the National Catholic Safeguarding Standards and is dedicated to creating safe and welcoming environments for all.

St Francis’ Church is the first Catholic Church in Melbourne with a rich history and tradition emanating from the first settlers into Victoria to the current multicultural aspects of celebrating the Catholic faith. Apart from celebrating the major feast days in the Catholic liturgical calendar, St Francis’ Church serves as a haven for the thousands of people who come through the gates each week; some come to pray in silence or worship, while others look to interacting with others as part of the wider community.

The Church and Pastoral Centre are part of the St Francis Precinct (“the Precinct”). The Church primarily hosts the liturgical events, while the Pastoral Centre houses the hospitality and events for the community – where people come to meet and share their faith.

We are looking for an energetic and creative person to join the St Francis’ team to coordinate events emanating from the Precinct.

**LINES OF REPORTING**

The St Francis’ Events Coordinator will be accountable to the St Francis’ Pastoral Centre and Safety Manager. The Events Coordinator will also work closely with the St Francis’ Community Leader.

**POSITION RESPONSIBLITIES**

* Coordinating and project managing Precint events. Such as:
* Seniors Annointing Mass & Morning Tea (approx. 300 persons)
* NAIDOC Mass and Lunch (approx. 100 persons)
* Racing Fraternity Mass and Morning Tea (approx. 100 persons)
* Vinnies Mass for the dead (Coordination only)
* Internal and other external events as required (approx 50 to 200 persons)
* Assist with the implementation of the documentation required for specific events in managing safety of people and assets.
* Working closely with the St Francis’ Administration Team on major Church events..
* Managing the finances related to Precinct events.
* Managing the hospitality service on Wednesdays, Fridays, and Sundays between 10am and 2pm in the Centre.
* Overseeing and coordinating the hospitality volunteers including communication, induction and networking.
* Managing the external hire of the Centre space, including liaising with the Art Curator on art exhibitions within the Centre.
* Overseeing visiting groups to the Precinct including school groups.
* Working with the Community Leader in the promotion of the Eymardian spirituality and Blessed Sacrament Congregation’s charism in a multicultural setting.
* Relieving reception desk duties, as required.
* Be a member of the St Francis’ Meeting of the Operations and Administration Team (MOAT).

**ATTRIBUTES AND SKILLS**

The successful candidate will be able to demonstrate the following:

* Highly organised and effective time management
* Excellent communication skills – verbal and written
* Excellent customer service skills
* Strong Risk Management skills
* Strong problem-solving skills
* Strong interpersonal skills and an ability to work with challenging customers
* Highly professional and discreet
* The capacity to work within a faith-based organisation, in particular an understanding and sensitivity to liturgical theology.
* Good working knowledge of MS Office suite skills

**PRE-EMPLOYMENT REQUIREMENTS**

* The successful candidate will be required to complete a National Criminal Record Check and a Working with Children Check and present evidence of right to work in Australia.

**HOURS OF WORK**

The successful candidate will be required to work Sundays (9:30am-3:00pm), Wednesday (9:30am-3:00pm) and Friday (9:30am-3:00pm). The remaining 7.8 hours as agreed, with a degree of flexibility.

The Events Coordinator will be required to work out of hours for special events which could include Public Holidays. Appropriate rates of pay will be accorded in out of hours worked.

**TENURE AND REMUNERATION**

The 0.6 FTE position is a contract position for 12 months. The rate of pay is according to the Hospitality Industry General Award. There will be a 3 month trial period from the date of commencement.