



Mission Events Coordinator

CMS VICTORIA

POSITION TITLE: Mission Events Coordinator, Church Missionary Society Victoria
EMPLOYMENT TYPE: Maternity leave position, 10 month contract, 35 hours per week
EFFECTIVE DATE: 26th March 2024
APPROVED BY: Wayne Chan, Director of Partnerships

Position Objective

To manage CMS Victoria's mission engagement plan with the Victorian church, as we work together towards our vision to see 'A World that Knows Jesus'

Role Objective Elements

EXCEPTIONAL EVENTS	Exceptional delivery of world-class events, that encourage new and existing supporters to grow in their passion for God's work through CMS to see 'A World that Knows Jesus'
VOLUNTEER PROGRAMS	Empower a volunteer workforce (multi-age/skill/expertise), excited by CMS Victoria's vision and actively engaged with CMS Victoria's events and operations
MISSION EDUCATION	Facilitate Mission Education at CMS Victoria Events to extend CMS engagement

Key Responsibilities

EXCEPTIONAL EVENTS

1. Deliver all CMS Victoria events to exceptional standard, characterised by project management excellence - delivering each event in full, in-line with an agreed schedule and within budget according to a well maintained and communicated plan
2. Participate as a key member in a committee to deliver CMS Victoria's flagship conference, Summer Under the Son 2025
3. Maintain an event portfolio which engages a range of age groups, churches and individuals in alignment with CMS Victoria's *Vision 2024* strategic objectives
4. Promote continuous improvement of CMS Victoria's event portfolio through:
 - timely and objective evaluation
 - Marketing innovation to drive growth in supporter numbers & increased engagement

VOLUNTEER PROGRAMS

1. Implement & maintain a volunteer program strategy for CMS Victoria to:
 - assist in professional delivery of the event portfolio
 - source specific expertise to meet strategic branch support needs; and
 - encourage greater engagement and commitment in line with the member pathway strategy

2. Drive program promotion and marketing in line with strategy to recruit volunteers to fill identified roles with a skill balance aligned with strategic need and with completion of appropriate safety checks/assessments in line with CMS policies & procedures
3. Maintain volunteer position descriptions & contracts providing clarity on role requirements, behavioural expectations, and any entitlements
4. Ensure provision of appropriate supervision and training required to fulfil role requirements and in compliance with CMS policies & procedures, especially ChildSafe training and the use of JAT (Join a Team database for volunteers)
5. Drive engagement & encouragement to maintain interest, enthusiasm and develop CMS advocacy

FACILITATE MISSION EDUCATION AT EVENTS

Facilitate synergy with the CMS Victoria Mission Education Plan so that:

- CMS supporter base extends and increases engagement
- Cross-cultural gospel needs-awareness is deepened
- Churches refine their strategies for global mission support and for local mission

Selection criteria

ESSENTIAL

- An active Christian faith, commitment to cross-cultural mission
- A passionate desire to see a world that knows Jesus
- Proven ability to direct events, and project manage
- Valid WWCC card
- Track record of leading volunteers

DESIRABLE

- Member of the CMS community
- Training in theology and ministry (e.g. Grad Dip of Theology)
- Cross-cultural experience, and cross-cultural ministry experience

PERSONAL QUALITIES

- Mature and godly leader
- Super Organised, relational, and excited to grow the ministry of CMS
- Involved in local mission and evangelism
- Exceptional communication skills

Performance Review: this is 10-month contract, with a 3-month probation

Relationships: this role is part of the CMS Victoria Operations Team and would also work closely with other members of the office as well as key stakeholders such as link churches

Applications: Send your CV with a covering letter to the Director of Partnerships no later than 15/03/24

To: Wayne Chan, Director of Partnerships, CMS Victoria

Care of Ms Annette Clarke, Executive Assistant to the email address: vic@cms.org.au

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