

Role Title	Conferences Officer
Reports to	Team Leader – Communications & Staff Support
Date	9 September 2020
Purpose	<p>As an integral part of the National Office, coordinate AFES conferences and events to achieve the AFES Mission, Vision and Strategies in accordance with the Values and Doctrinal Basis.</p> <p>In prayerful dependence on God, you are employed to serve and support campus staff in their proclamation of Jesus Christ at University to present everyone mature in him by building student groups that:</p> <ul style="list-style-type: none"> • <u>E</u>vangalise students by proclaiming Jesus as Lord • <u>E</u>ncourage growth toward Christian maturity • <u>T</u>rain students in the skills and character to serve Jesus and His people • <u>S</u>end graduates throughout Australia and the world to serve Christ.
Key Responsibilities	<p>Your primary work is to provide assistance in all matters of conference administration to various committees and teams, including conference planning, site liaison, vendor management, publicity, promotional materials, registrations, accommodation, conference materials, and administration support for conference teams for internal and external conferences in order to make events successful and for work on campus to flourish.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Work with various internal conference teams to ensure the provision of excellent service to both conference organisers and attendees: <ul style="list-style-type: none"> ○ Assist with the development and implementation of AFES online and on-site conference planning, including the National Training Event (NTE) and Apprentice Conference, Staff Conference and Wives Conference. ○ Assist with venue, accommodation, travel and catering arrangements for National Leadership Team and Board meetings as required. ○ Coordinate conference publicity including website, video, print, and social media promotions. ○ Coordinate the preparation of nametags, materials, packages, gift bags and registration lists. ○ Coordinate onsite logistics and liaise with venues. ○ Attend various conferences as required. • Provide professional conference administration services to a range of internal clients: <ul style="list-style-type: none"> ○ Work with the NTE Logistics Team and assist in program implementation in conjunction with the NTE Primary Team. ○ Assist affiliate campus groups that use AFES for conference registration services. ○ Monitor and maintain conference task lists, including tracking deadlines. ○ Provide administrative support for conference teams including preparing agendas, taking minutes and arranging meetings. ○ Coordinate conference registration processes, including online registration set up, exporting/importing data from website to database, receipting and payment reconciliation. ○ Respond to delegate inquiries and implement conference policies such as discounts and refunds. ○ Maintain event databases, produce reports and statistics as required.

	<ul style="list-style-type: none"> ○ Coordinate accommodation bookings, room allocations, strand group allocations and elective locations and numbers. ● Provide professional conference administration services to a range of external clients: <ul style="list-style-type: none"> ○ Assist external organisations, such as EQUIP Women, that engage AFES for conference management and registration services. ● Liaise with Affiliate campus groups for maintaining their ongoing affiliation with AFES: <ul style="list-style-type: none"> ○ Assist with affiliation processes including annual reporting/registration and purchased options of music licensing and insurance. ● Self-learning and self-caring: <ul style="list-style-type: none"> ○ Engage in the processes of Staff Learning and Development, including undertaking the annual feedback and planning processes with the Team Leader (Communications & Staff Support). ○ Monitor and maintaining your wellbeing, including taking leave.
Relationships	<p>The Conferences Officer will:</p> <ul style="list-style-type: none"> ● report to the Team Leader (Communications & Staff Support) for day-to-day matters ● regularly participate in the AFES National Office team meetings ● work closely with the Graphic Designer and, periodically, NTE interns ● have contact with AFES campus staff and affiliates through the nature of their work ● be a member of specific conference teams including the National Training Event, Apprentice Conference, Staff Conference and Wives Conference.
Special circumstances	<p>This position is full time and requires regular work to be performed at the AFES National Office, Kingsford, or remotely as agreed. As such the incumbent will be expected to participate in the broader AFES National Office team meetings when present. It also requires attendance including travel to and from annual AFES conferences at hours outside those normally worked including Staff Conference and National Training Event.</p>
Qualifications	<ol style="list-style-type: none"> 1. Character as outlined in the Code of Conduct for AFES workers. 2. Doctrine as outlined in the Doctrinal Statement for AFES workers. 3. Appropriate qualifications or demonstrated experience. 4. Working with Vulnerable People Check (or relevant State Equivalent).
Competencies	<ul style="list-style-type: none"> ● Communication ● Balances Stakeholders ● Collaborates ● Decision making ● Problem solving
Skills	<ul style="list-style-type: none"> ● High computer literacy including: email clients, databases, and web browsers. ● Highly proficient with MS Office. ● Excellent interpersonal skills. ● Experience working with multiple stakeholders concurrently. ● Accuracy, high attention to detail and good time management. ● Flexible and composed, with the ability to creatively solve problems. ● Ability to manage multiple projects and work assignments from a variety of staff.