

Join Our Team – Venue and Facilities Manager

Job Title:	Venue and Facilities Manager
Reports to:	Lead Pastor
Location:	Surry Hills
Remuneration guide:	\$25,000 – 36,000 per year for 2 days per week depending on experience (equivalent to \$62,500 – 90,000 full-time)
Special Conditions:	2 days/week Flexible working conditions 12 month contract with possibility of extension

Vine Church exists to connect one thousand people to the life, love and freedom Jesus offers. We dream of seeing more people in church worshipping Jesus on Sunday than at the pub next door on a Saturday night.

1. Position Purpose

Vine Church is seeking to employ a proactive Venue and Facilities Manager to be responsible for the immaculate presentation and operation of the Vine Church facility.

2. Main Responsibilities

The Venue and Facilities Manager will play an integral role in implementing the mission of the church so that we continue to connect people to the life, love and freedom Jesus offers.

They will oversee an immaculate presentation and operation of the facility, including:

- Maintain and organise a well-functioning, clean and secure church property.
- Manage and generate income from venue hire and event bookings.
- Provide exceptional service to venue hire users.
- Oversee facilities calendar to ensure site is utilised effectively without interruptions to ministry.
- Engage competent site managers to setup and reset facility for events.
- Manage building access and security.
- Coordinate maintenance and repairs with contractors (cleaners, gardeners, plumbers, handymen).
- Coordinate essential business systems with suppliers (photocopier, IT, security).
- Ensure the church complies with all WHS requirements (e.g. fire safety drills, signage)
- Provide front of house reception services so that all guests are warmly welcomed.

In addition, the Venue and Facilities Manager will be expected to cultivate, maintain, and grow a culture of improvement, efficiency, professionalism, and creativity within the organisation.

3. Qualifications

- Authentic and tested faith in the risen Lord Jesus as our only saviour and hope.

- Highly developed administrative skills.
- Proactive and positive personality.
- Excellence in professional skills such as clear written and verbal communication, time-management, organisation, and systems thinking.
- Able to build rapport and negotiate conflict between parties in a decisive, calm and disarming way.
- Fluent in the use of technology and online systems.
- Committed to the vision and mission of Vine Church.

Desired (but not essential)

- An active member of Vine Church (or willing to become one).
- Experience in running an events space or office.
- Experience with Xero accounting software.

4. Special Conditions

Remuneration will be based on the experience and qualifications of the applicant and can be discussed with the Lead Pastor at time of application.

For expressions of interest, please send your resume to jobs@vinechurch.com.au.

Position start date is fully negotiable for the right candidate.

Applications close 30 September 2024.