

Job Description – Conference and Operations Manager

Background to the organisation

New Wine Ireland is a movement of churches working together to change the island of Ireland through a network of church leaders, our summer conference and training and resource events.

New Wine Ireland has a vision that in our generation:

- we will see churches across Ireland renewed and restored in passion for the Word and Works of God;
- we will see individuals and families transformed by meeting Jesus and empowered by His Holy Spirit and this will impact our society; and
- Christians will feel compelled to go out and share the good news of Jesus – forgiveness, healing, hope, restoration and new life – across the length and breadth of Ireland and further afield.

To find out more visit: www.newwineireland.org

Title of Post: Conference and Operations Manager

Location: First Floor, 103-113 Ravenhill Road, Belfast BT6 8DR

Reports to: General Manager

Responsibility for others: Line management of paid and volunteer office staff.

Hours : 37.5 hours per week (involving some evening, weekend and residential work).

Term: Fixed term for 12 months (subject to review).

Remuneration: £22,212 per annum payable on or before the 26th of each month by BACS.

Annual leave: 22 days per annum plus NI public holidays
(<https://www.nidirect.gov.uk/articles/bank-holidays>)

Main purpose of the role

To support the General Manager to deliver the objectives of New Wine Ireland. This includes management of the organisation's annual summer conference, communications and office management.

Key tasks

Summer Conference

1. Review the success of the previous conference and ensure that lessons are learned and assimilated into future planning.
2. Develop, implement and review an event project plan and budget for the conference.
3. Assist in the appointment, training and management of volunteer team leaders.
4. Ensure that customer experience at the conference is improved year on year.

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5. Manage training and maintain appropriate records in relation to the protection of children and vulnerable adults.
6. Liaise with delivery partners (contractors, exhibitors, venue provider, accommodation providers) throughout the year.
7. Manage efficient and effective on-line and paper-based customer booking systems utilising information technology and new developments in the field.
8. Be responsible for infrastructure at the summer conference in order to make sure it runs to plan and within the agreed budget.
9. Provide on-site support to the General Manager at the summer conference.

Communications

10. Lead communications work for New Wine Ireland, advising on the most appropriate marketing, digital and public relations opportunities to help deliver the organisation's objectives.
11. Develop, implement and review an annual marketing and communications plan.
12. Manage production and publish high-quality event-specific literature and web content.
13. Critically evaluate the success of communications activity, benchmarking against best practice in the public, private and third sector.
14. Increase awareness of New Wine Ireland and its objectives to church leaders, people and churches not previously involved in its activities.
15. Develop and publish innovative and informative content for the organisation's on-line and social media platforms.
16. Provide on-site communications support at New Wine Ireland events and conferences.

Office management

17. Line manage paid and volunteer office staff.
18. Assist the General Manager to deliver the organisation's objectives – including all aspects of people management, financial management, risk management and good governance.
19. Ensure that paid and volunteer staff have the facilities and services to enable them to deliver – including office accommodation and information technology support.

General

20. To perform the job in accordance with the organisation's policies and procedures, especially the Equal Opportunities and Harassment Policy and Procedure.
21. To perform any other duties as may reasonably be required from time-to-time by your employer.

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Personnel Specification

Criteria	Essential	Desirable
Qualifications/Attainments	<p>Bachelor’s degree with Honours (or equivalent i.e. Level 6 award)</p> <p>https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</p>	<p>Taught marketing qualification recognised by the Chartered Institute of Marketing (CIM).</p> <p>(If you have a qualification that you feel is relevant or equivalent to that required, you must state in the application form why you consider the qualification should be accepted and provide evidence as appropriate.)</p>
Relevant experience	<p>By closing date for applications applicants should have:</p> <p>A minimum of one year’s experience (in the past five years) in conference/ events delivery</p> <p><u>and</u></p> <p>a minimum of one year’s experience (in the past three years) of using Microsoft Office (and particularly Microsoft Excel) or equivalent software.</p>	<p>Two years’ experience (in the past 5 years) in conference/ events delivery.</p> <p>Experience of communications and office management.</p>
Skills and competencies	<p>Excellent communication skills including oral, written and interpersonal.</p> <p>Ability to work as an effective team member.</p> <p>Ability to create, maintain and develop positive working relationships.</p> <p>Strong negotiating and influencing skills.</p>	<p>Ability to use Sage 50 Accounts and customer relationship management systems (e.g. Salesforce).</p>

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Criteria	Essential	Desirable
	<p>Results-focused and able to meet deadlines/ prioritise competing deadlines.</p>	
<p>Special Circumstances</p>	<p>It will not be possible for the postholder to take annual leave in the period immediately before or during the annual summer conference.</p> <p>The postholder must provide on-site support to the General Manager at the summer conference.</p> <p>The nature of this post and the interaction with church leaders and individuals is such that the post holder will be a committed Christian who supports the vision and values of New Wine Ireland.</p>	

Approved: 12 January 2017
Review by: 12 January 2018