

Role Title	Conferences Officer
Reports to	Team Leader – Communications & Staff Support
Date	3 February 2025
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>Evangelise</u> students by proclaiming Jesus as Lord • <u>Encourage</u> growth toward Christian maturity • <u>Train</u> students in the skills and character to serve Jesus and His people • <u>Send</u> graduates throughout Australia and the world to serve Christ.
Key Responsibilities	<p>As the Conferences Officer, you will be responsible for supporting and resourcing campus and national staff to plan, coordinate and successfully execute AFES and Affiliate events and conferences in order to for work on campus to flourish.</p> <p>Events and conferences will require differing levels of support from this role, but may include:</p> <p>Conference Planning</p> <ul style="list-style-type: none"> • Understand and meet the needs of all stakeholders (usually campus or national staff). • Participate as an active member of various planning committees and meetings. Provide administrative support for conference teams including preparing agendas, taking minutes and arranging meetings. • Monitor and maintain conference task lists, including tracking deadlines. <p>Conference Management</p> <ul style="list-style-type: none"> • Marketing through print, websites, email, social media. • Manage registration processes. • Maintain event databases, produce reports and statistics as required. • Manage accommodation, catering, group and elective allocations. • Communicate with stakeholders. • Respond to delegate inquiries. • Coordinate and oversee on-site logistics. <p>Conference Settlement</p> <ul style="list-style-type: none"> • Review and report after the conclusion of conferences. • Finalise budget, receipting, payment, reconciliations. <p>AFES conferences include, but are not limited to:</p> <ul style="list-style-type: none"> • NTE – our largest and most complex conference requiring delegation, tracking and coordination of many people and tasks. • Student Affiliate events and conferences – requiring help and training in the setup and registration phase. • Staff Conferencing, Webinars and Events.

	<ul style="list-style-type: none"> • Other Conference and gatherings as required. <p>The Conferences Officer will be expected to attend conferences and events, including but not limited to National Training Event (NTE), and Staff Conferences.</p> <p>In addition:</p> <ul style="list-style-type: none"> • Liaise with Affiliate campus groups for maintaining their ongoing affiliation with AFES. • 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 your Supervisor. ○ 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 Communications & 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, Staff Conferences. • liaise with the AFES Company Secretary regarding affiliation.
Special circumstances	<p>This position is full time and requires regular work to be performed at the AFES National Office, Kingsford. As such the incumbent will be expected to participate in the broader AFES National Office team meetings. It also requires attendance including travel to and from annual AFES conferences at hours outside those normally worked including Staff Conferences and the National Training Event.</p>
Qualifications	<ol style="list-style-type: none"> 1. Character as outlined in the Code of Conduct and Doctrine 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. • Demonstrated ability to work independently. • 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.