

Health & Community Chaplaincy Committee

Job Description

PCV Ministry Family Camp Co-ordinator

1. Objective:

To serve as the co-ordinator and facilitator for the Ministry Family Camp of Presbyterian Church of Victoria, with focus on:

- ministers and licentiates and their families
- ministry candidates at Presbyterian Theological College and their families, and
- home missionaries and their families.

2. Employer:

The Health & Community Chaplaincy Committee of the Presbyterian Church of Victoria.

3. Terms and Conditions:

- The position is a casual appointment of up to a maximum of 130 hours between early February (negotiable) and Friday 28th April. The MFC Co-Ordinator is responsible for the allocation of work hours across the time frame to complete duties as necessary. The role may be worked from home.
- The Industrial Instrument is the *Health Professionals and Support Services Award 2010* with the position classified as level 2. Hourly rate being \$28.00 per hour which includes a 25% casual loading.

4. Accountability and Reporting:

- The position reports to the Ministry Family Camp sub-committee, at requested times and ultimately to the HCCC Committee Convener.

5. Key Selection Criteria:

(a) Pre-requisites

- Christian and a proven active member of their home (reformed/evangelical/protestant) church.
- Willing to work within, and support, the framework of the Westminster Confession of Faith and the applicable rules, regulations and policies of the PCV.
- Experience and/or qualification in event co-ordination or event management with strong administrative skills
- Proven active member of their home [reformed/evangelical/protestant] church.
- Holds a current driver's license and has access to a motor vehicle.
- Capacity and willingness to travel were needed to fulfil the responsibilities of the role

(b) Competencies

- Computer skills to meet the role expectations (eg data base management, email, word and excel).
- A high level of verbal and written communication skills.

- A high level of attention to detail, including all facets of event planning from initial communication to post camp wrap up.
- Stakeholder liaison and management i.e. facility, speakers, volunteers
- Capacity to facilitate activities and guide programming and enable full participation.
- Committed to PCV Safe Church safety standards.

c) Personal Attributes

- Efficient and effective time management, including capacity to prioritise tasks and work to deadlines.
- Works independently, is organised and able to take initiative within the scope of the role
- Able to maintain confidentiality.
- Godly and mature work attitude.

6. Key Responsibilities

- Work within the committee's guidelines for proposed budget.
- Set up project timeline (draft provided) to manage timely completion of all requirements
- Responsibility for communications regarding camp including information letters, registration forms, and feedback forms.
- Main point of contact for all camp enquiries
- Process and manage registrations, including creating and maintaining a database and noting special requirements.
- Create and oversee implementation of camp program, including physical resources
- Oversee camp activities, ensure smooth transition and communication between activities, liaise with site managers, manage and delegate set up and pack down as required.
- Post camp administration and reporting.