



VACANCY | Events Lead

[Alpha New Zealand](#) is a Christian charity that primarily promotes the use of the Alpha course, a 10-week introduction to the Christian faith. It started in the UK at [Holy Trinity Brompton](#). Alpha is an easy way for Christians to invite their friends to a non-threatening discussion of life, faith and meaning. The Alpha Ministry has expanded over the years to include courses on marriage, parenting and prayer. We aim to serve the church in its mission to see the world transformed through the power of Jesus.

Job Purpose

The Events Lead requires someone with a high level of day-to-day initiative as well as the ability to manage and lead people through multiple projects and responsibility – often at the same time.

Your main focus will be the ability to plan, create and/or manage multiple events locally, nationally and internationally, with events often happening simultaneously. The role requires someone with strong attention to detail as well as a creative flair and great time management.

Looking for new opportunities and events that Alpha can be involved in will be an important part of this role, so being able to proactively connect with church leaders and Christian organisations will come naturally to you.

The successful applicant will also give overall support to the team and be a pivotal part of helping support the mission of Alpha.

Role & Responsibilities

Events, training & functions:

- Ensure effective planning and management of Alpha NZ, Alpha International (AI) and Alpha Asia Pacific (AAP) events. Assist and/or control all aspects of event planning and running functions.
- Ensure ministry events that Alpha is invited to are staffed and professionally represented. The successful applicant will occasionally be expected to travel nationally for these events.
- Post event feedback and protocols to be conducted, communicated, and documented.
- Create and manage an estimated budget per event, training session, function, and retreat.
- Manage all events through Campaigns in Salesforce.
- Manage and update the “working event calendar.” Once quarterly cycles are confirmed, these events can be communicate and entered into the Outlook Calendar to relevant team members.



Qualifications and Skills

- Good time management and organisational skills are required
- Flexible and adaptable with a positive attitude
- Strong attention to detail
- No direct reports but experience and ability to lead voluntary teams will be a huge advantage
- Ability to bring new ideas and a creative flair to your work
- Experienced in planning and executing a range of small and large scale events
- Experience with Salesforce or similar CRM advantageous.
- An understanding and experience of Alpha is useful but not essential

Job Requirements

- Reports to the Church Engagement Team Manager
- Place of work: Penrose, Auckland
- Hours: Monday to Thursday, 9am – 2pm (20 hours per week), reviewed after first year to consider increasing hours if desired
- Occasional national travel will be required
- Occasional evening and weekend work may be required
- Three-year agreement, which may or may not be renewed 2 months prior to initial employment anniversary date
- No direct reports but experience and ability to lead voluntary teams will be a huge advantage

Benefits

- Contribution towards mobile expense
- Free parking
- Work related Travel costs covered
- 4% employer contribution to KiwiSaver
- Laptop provided
- Fun, friendly team environment with flexible working options possible.

Apply to Matt Gould, Church Engagement Team Manager at: matt@alpha.org.nz