



## Events Project Manager

Full-Time, United Kingdom, London

**Department**  
Events and Operations

**Employment Type**  
Full-time

**Minimum Experience**  
Experienced

---

Our Events and Operations department is responsible for the planning and event management of Hillsong Conference, Colour Conference and other special events as required.

We're looking for an Events Project Manager to work directly with the Head of Events and Operations as we start to rebuild and develop this department. Manage the day to day running of the Events Team, supporting the Head of Events and Operations with Staff Development and Training.

The ideal candidate would have some experience in planning large events. You will need to be highly organised and efficient, able to prioritise and manage your workload. The Events Project Manager must be someone who is keen to contribute to our events by helping to prepare an atmosphere where everyone can experience the love of God at our Weekend Services, and Conferences & Events. The Events project manager will be willing to lead from the front; someone who is both diligent and creative, and who takes satisfaction from delivering work of the highest standard.

### Summary of responsibilities:

- Support the Head of events to ensure events are delivered to Hillsong standard
- Ensure events are completed on time, within budget and that all departments fulfil their roles effectively
- Ensure roles and responsibilities are set up for each event, showing clear ownership
- Work with each department to set up project tasks & timelines ensuring they are in line with priorities of Senior Leadership
- Set up and communicate project reporting documents with each department and ensure regular reporting is in place
- Troubleshoot throughout the planning of each event, noting down lessons learned for future events and flagging possible risks
- Build a sense of camaraderie amongst the team and help ensure team develop in their personal and spiritual growth
- Establish and maintain weekly rhythm
- Maintain Events department documents, including all training documents, SOP documents and team manuals
- Responsible for the leadership of the Hillsong Events volunteer team and Hillsong Project Management volunteer team
- Help develop leaders, event managers and project managers to support all Church events
- Conduct regular debriefs following each event to ensure teams are organised and achieving their objectives
- Ensure database is kept accurate
- Produce process documentation
- Report regularly
- Always deliver all expected team leader requirements in a timely fashion as outlined in the Team Leader Expectations document



## Events Project Manager

Full-Time, United Kingdom, London

**Department**  
Events and Operations

**Employment Type**  
Full- time

**Minimum Experience**  
Experienced

---

### Profile/Skills/Qualification

- Experience in practical operational planning work; preferably in major event (over 1000 delegates)
- Previous experience working in a fast paced, multi-level, project-based environment with emphasis on timelines and delivery of projects on time and in budget.
- Good communicator, both verbal and written with excellent presentation skills
- Ability to prepare factual and concise reports
- Proven leadership skills and ability to collaborate across multi-functional teams and build productive relationships
- Ability to work on own initiative and be highly adaptable
- Willing to work on being:
  - Collaborative
  - Supportive
  - Generous
  - Inspirational
  - Committed to a Common Purpose

**If this sounds like you, we would love for you to apply today!**