

Event Manager

Part-time (20 hours/week)

About Tearfund

From small humble beginnings, Tearfund has grown to become one of the largest aid agencies in New Zealand, raising around \$14 million a year to support around 16 partners in 37 countries.

Tearfund is a highly respected charity that inspires people to give, learn and advocate against injustice. Our mission statement is: “Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world’s most vulnerable people”.

The role

Tearfund's Events Manager is responsible for planning and managing all Tearfund Events thus making an important contribution to the organisation achieving its strategic and operational fundraising plans.

You'll be a fantastic event planner, and will have the ability to positively influence others with your engaging work style and creative thinking. One of your strengths will be your ability to identify opportunities to add value, enhancing the experience of our valued supporters. You'll also have an eye for detail, seeing opportunities to introduce changes that recognise cost and process efficiencies.

Ideally, you'll have some or all of the following:

- 3+ years experience in an event management role
- Demonstrated success delivering innovative events and ideas
- Knowledge of event management marketing techniques
- Strong project management skills
- Budget and reporting experience and commercial awareness
- Knowledge of H&S event management
- Contacts within Christian networks and the ability to authentically engage with our sponsorship partners and stakeholders
- Strong communication and relationship management skills
- Travel management experience
- People or volunteer management experience
- Some domestic travel, flexibility with hours of work and a full driver's license are required.

To Apply

Please include a cover letter outlining why you'd like to work for Tearfund. To discuss the role confidentially please call Elke on 021802213.

The role is part-time with some flexibility in how the hours could be worked. The start date for the role will be mid-late January 2022, or earlier by negotiation.