

Position Description

Senior Coordinator, Special Events

Reporting to:	Director of Events and Operations
Department:	Events & Operations, International Eucharistic Congress 2028
Location:	Polding Place, 75 Elizabeth St Sydney
Employment Status:	Full Time to 3 November 2028
Modern Award Coverage and Classification:	Award-Free

The Position:	The Senior Coordinator, Special Events is responsible for the planning, coordination and delivery of preparatory events associated with the International Eucharistic Congress 2028 (Eucharist28). These may include launches, formation events, pilgrim gatherings, fundraising events, stakeholder forums, liturgical celebrations, promotional activations, national pilgrimages and other special events. Working under the direction of the Director of Events and Operations, the role coordinates the practical delivery of allocated events, coordinating logistics, suppliers, budgets, stakeholders and on-site operations. The position works closely with internal teams, Church stakeholders, venues, suppliers, volunteers and external partners to support events that are safe, professional and aligned with the mission and objectives of Eucharist28. The role will also support the planning and delivery of the Tier 1A Conference Program, providing operational, administrative and project coordination support across the conference portfolio.
Responsibilities:	The Senior Coordinator, Special Events is responsible for coordinating the following: Event Planning and Coordination • Lead the planning and delivery of allocated preparatory events throughout the entire project lifecycle. • Develop and maintain project plans, event plans, run sheets, production schedules and operational timelines. • Coordinate venues, suppliers, equipment, catering, accommodation and transport requirements for preparatory events. • Manage event timelines, budgets, risks and actions, escalating any issues or variances as required. • Identify project risks, issues and dependencies and implement appropriate mitigation measures. • Coordinate planning meetings, site inspections and event briefings. • Participate in Event Control and operational command structures.

Event Operations

- Develop and implement event operational plans appropriate to the scale and complexity of each event.
- Coordinate on-site event delivery, including bump-in, event delivery and bump-out activities.
- Support participant servicing, registration and other operational requirements to ensure a positive event experience.
- Monitor event delivery, responding to or escalating issues and incidents as they arise.

Stakeholder Engagement

- Build and maintain effective relationships with dioceses, parishes, Catholic organisations, venues and external stakeholders.
- Coordinate with clergy, speakers, performers, volunteers, suppliers and event participants to support effective event delivery.
- Represent Eucharist28 at planning meetings, site visits and stakeholder forums, escalating issues or concerns as appropriate.

Procurement & Financial Administration

- Coordinate quotations, procurement and supplier documentation in accordance with organisational requirements and approved budgets.
- Manage supplier engagements and service agreements as directed.
- Monitor event expenditure, process invoices and maintain accurate financial records, escalating variances as required.
- Process invoices and support budget reconciliation activities.
- Support value-for-money outcomes and responsible stewardship of event resources.

Risk, Compliance and Safety

- Support the preparation and maintenance of event risk assessments and other required operational documentation.
- Ensure compliance with work health and safety requirements and organisational policies.
- Coordinate the collection of supplier compliance documentation, licences and insurance certificates.
- Monitor event compliance requirements and escalate issues where necessary.
- Support safeguarding and modern slavery compliance requirements.

Conference Event Support

- Support the Senior Manager, Conference Events with the planning and delivery of the Tier 1A Conference Program.
- Coordinate meetings, workshops, site inspections and stakeholder communications requirements as directed.
- Assist with contractor coordination and milestone tracking.

General and Reporting

- Prepare event reports, meeting minutes, meeting agendas, briefing notes and presentations as required.
- Contribute to event debriefs, post-event reviews and continuous improvement activities.
- Prepare post-event reports and recommendations.
- Provide coordination and administrative support across broader Events & Operations priorities as required.
- Other duties as reasonably requested from time to time.

Inter-relationships: The Senior Coordinator, Special Events interacts regularly with the following internal and external groups:

- Event & Operations Team functional areas (Major Events, Technical, Volunteers, Accreditation, Protocol)
- Eucharist28 Team functional areas (Marketing, Liturgy, Programming & Formation)
- Catholic Archdiocese of Sydney functional areas (Finance, Safeguarding, Anti-Slavery, Legal, IT)
- External Event Delivery Contractors
- Government Agencies (Premier's Department, NSW Police Force, Transport for NSW, State Government Landowners, Local Councils)
- Other internal and external stakeholders.

Qualifications and Experience: The ideal Senior Coordinator, Special Events will have:

- Significant experience in event coordination, event operations or a related role, ideally within a complex or multi-stakeholder environment.
- Relevant qualifications in event management, project management or a related discipline would be well regarded.
- Experience supporting the planning and delivery of events, including logistics, suppliers, venues and on-site operations.
- Strong organisational and coordination skills, with the ability to manage multiple activities, timelines and priorities. Sound understanding of event risk, work health and safety and compliance requirements.
- Experience working with a range of internal and external stakeholders, suppliers and service providers.
- Strong written and verbal communication skills, with experience preparing event documentation, reports and briefings.
- Experience working in Event Control Rooms would be well regarded.
- A current NSW Working With Children Check
- Demonstrated commitment to the ethos and values of the Catholic Church.

Attributes	The Senior Coordinator, Special Events will demonstrate the following attributes: • Highly organised and detail-oriented, with the ability to manage competing priorities and deadlines. • Practical and proactive, with a willingness to take initiative and follow through on actions. • Strong interpersonal skills and a collaborative, service-oriented approach to working with colleagues, Church stakeholders, suppliers and volunteers. • Calm and adaptable, with the ability to respond appropriately to changing priorities and operational issues. • Sound judgement and professionalism, including discretion when handling sensitive information or situations. • A commitment to delivering high-quality participant experiences with care, hospitality and attention to detail. • A genuine commitment to supporting the mission of the Catholic Church through respectful and pastorally sensitive engagement.
Performance Management:	The performance of the Senior Coordinator, Special Events will be assessed on a regular basis having regard to: • Successful delivery of all allocated Eucharist28 events to agreed standards, timelines and budgets. • Quality of coordination and engagement with internal and external stakeholders. • Demonstrated attention to detail, organisation and effective management of competing priorities and deadlines. • Contribution to the effective delivery of the broader Eucharist28 program and organisational objectives. Review Mechanisms • Probation review • Annual performance review • Quarterly KPI reporting • Regular project milestone reporting to the Director of Events & Operations

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#).

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.