



POSITION DESCRIPTION

General Information	
Position Title	Congress Administrator
Division	QB Services – Local Arrangements Committee Leadership Team (LACLT)
Reports to	Chair - LACLT
Remuneration	By negotiation
Employment Status (Fixed term contract)	<ul style="list-style-type: none"> ▪ commence approx. 2 days per week from as early as August 2022 (this is an average that will ebb and flow) ▪ increase to 3 days per week for 2023 and into 2024 (this is an average that will ebb and flow) ▪ increase to 5 days per week from partway through 2024 into 2025, concluding after the event.
Date	June 2022

Background Information
<p>The Baptist World Alliance (BWA) exists to bring together Baptists from across the world with the mission to “Network the Baptist Family to Impact the World for Christ” in the following five ministry areas:</p> <ul style="list-style-type: none"> ▪ Worship, Fellowship, and Unity ▪ Mission and Evangelism ▪ Aid, Relief, and Community Development ▪ Religious Freedom, Human Rights, and Justice ▪ Theological Reflection and Transformational Leadership <p>One way the BWA seeks to fulfill this mission is that once every five years, they convene a Baptist World Congress (BWC) “for the purpose of fellowship, inspiration, information, enrichment, encouragement, and required business.”</p> <p>The Congress is typically a 6–7-day event made up of the core Congress program (4-5 days) with a number of specifically focused pre (or post) smaller events. Over the years these special focusses have included women, young leaders, religious freedom, peace and others.</p> <p>Ideally, once a destination and venue are agreed and contracted, a Local Arrangements Committee (LAC) Chairperson is appointed by the BWA in consultation with the key convention leader.</p> <p>The LAC Leadership Team (LACLT) serves as the key connectors with the BWA Team and wider BWA family and play a crucial role in the delivery of a Congress. They oversee the local arrangements, coordinating the various sub-groups, reporting to the BWA Congress Director. They play an important role in helping the BWA work through local customs and regulations and help to give the event a local flavour.</p>

Position Purpose
<p>The Administrator within the LACLT, plays a key role in facilitating event coordination for the Congress. This is a coordination/administrative role that will involve coordinating the various LAC sub-groups and facilitating connections between them and with BWA via the chair, as well as performing many independent tasks.</p>

QB Organisation Direction and Priorities
<p><i>Mission of the QB Movement</i></p> <p>The QB Movement is a committed community of Queensland Baptist churches and their ministries working alongside and with each other under Christ to serve the mission of God throughout Queensland and beyond.</p> <p><i>Mission of QB Services.</i></p> <p>QB Services is a diverse group of collaborative specialist ministries that through Christ exist to support, equip and empower the QB Movement with a significant engagement with churches.</p> <p><i>Vision of QB Services</i></p> <p>Collaborating to resource churches (to function healthily, mission effectively and disciple intentionally) and to mission strategically on behalf of the QB Movement.</p>

QB Priorities

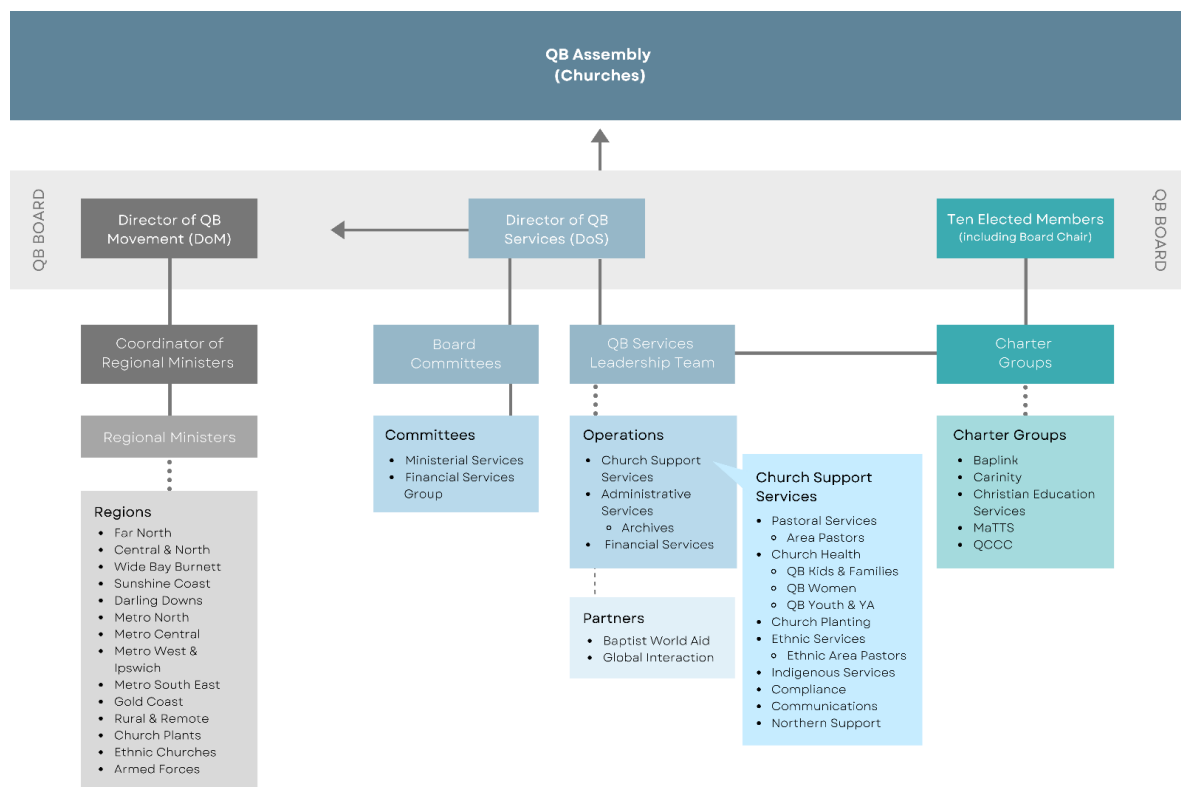
1. **Biblical Authority.** The truth of Scripture centred in Jesus is fundamental to all our beliefs and practices. We study and preach the Bible, and we live its truth enlivened by the Holy Spirit.
2. **Faith-filled Prayer.** In God’s grace, through prayer, he offers us an important role in the growing kingdom. We intentionally foster faith-filled, individual and corporate prayer.
3. **Collaborative Autonomy.** We fully support the autonomy of the local church and we also value collaboration – learning from each other, serving each other and working together.
4. **Servant Leadership.** We believe that God equips and appoints servant leaders in our churches and Movement. We are committed to developing and supporting these leaders.
5. **Effective Mission.** We are committed to humbly and boldly sharing God’s good news of salvation, reconciliation and triumph over evil, through the cross and resurrection of Jesus.
6. **Intentional Discipleship.** Drawing on our resources and gifts, we intentionally develop effective methods of spiritual formation to grow disciples of Jesus to be salt and light.

In the structure of QB Services, Administrative Services is a team of dedicated professionals working collaboratively to support churches as they navigate a complex and diverse range of financial, legal, compliance and human resource related aspects of their church ministries.

Important Collaborations

Reports to:	Chair - LACLT
Direct Reports	LAC Working Group Leaders
Main Collaborations	LACLT LAC QB Australian Baptist Ministries (ABM) BWA/BWC
Other Collaborations (internal)	QB Services
Other Collaborations (external)	Churches Volunteers Agencies Consultants.

QB Organisational Chart



Key Position Functions

The Administrator will have a suitable level of authority within the LAC to enable them action items and continue the tasks without unnecessary referral. The role includes:

- Liaison with BWA Team on areas they need assistance with / information on.
- Regular reporting to BWA on developments
- Coordinating, communicating with, and supporting the various working groups so they are equipped and able to work together effectively
- Taking on some of the specific responsibility areas that do not require a working group.
- Trouble shooting local issues within the local setting or with/on behalf of the LAC Chair.
- Maintain regular communication with all volunteers to keep them enthused and engaged.
- This person will attend BWACC meetings (on a case by case basis) with the Chair. This enables them to:
 - Build relationship with BWA appointed Congress Committee leaders who they will be supporting, to enable communication and understanding to be clear so as to try to prevent any conflict through misunderstanding/lack of communication.
 - Hear the conversations within the BWACC meetings so they can understand/interpret how issues impact the areas the LAC are responsible for.
 - Have individual meetings with BWA appointed Congress Committee leaders to work through requirements of various levels of areas of responsibility and report back to relevant LAC members.
- Attend the respective Regional / host country-wide leadership gatherings each year before the event to help promote the event and help facilitate how those from nearby countries can attend.
- Ensure all volunteers are suitably checked, in line with local safeguarding requirements. This is particularly important for ALL those wearing a uniform, or other form of identification at the event, that identifies them as being people of 'trust' at an event that will attract all ages.

Selection Criteria

Experience Requirements	Previous experience as coordinator of large events is essential.
Core Competencies	Strong time management and administration skills
	High level written communication
	High capacity to collaborate and deliver outcomes
	Highly committed to work confidentially with sensitive information
	Capacity to multi-task and prioritise across a diverse range of focus areas
	High attention to detail
	Committed to achieving best possible outcomes and work within allocated timeframes
	High level interpersonal communication skills
Key Characteristics	High level competency in Microsoft Office suite
	In relationship with Jesus
	Demonstrates Christ like character
	Active member of a QB church
	Energetic and focused
	Solution oriented
	Motivated to improve and impact positively
	Teachable and willing to learn new things
Initiative	
Adaptability	

Key Performance Indicators

- Positive relationships
- High quality outputs
- Accuracy
- Meeting timeframes and deliverables

- Making valuable contributions

Acknowledgement

I acknowledge that I have read and understood the key responsibilities described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description for my records.

Employee	Employer
Name:	Name:
Signature:	Signature:
Date:	Date:

If you have any questions or inquires about the role, please contact Liz McFarland at:
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