

Event & Tour Manager

Full-time, permanent

Tearfund is one of New Zealand's leading NGO's. This year we'll raise over \$15m to fund work with 29 partners in 24 countries across the developing world. Tearfund is a highly respected charity that inspires people to give, learn and advocate against injustice.

Tearfund has a challenging and diverse body of work, including child sponsorship, anti-trafficking and exploitation, disaster risk reduction, relief and recovery, and community development via enterprise, water, health and education. We have over 40 specialist staff who work out of our Mt Roskill, Auckland office to support the growth and effectiveness of these programmes.

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

Reporting to the Marketing Manager, the Event & Tour Manager is responsible for planning and implementing all national events, concert tours and international trips to achieve Tearfund's strategic and operational plans. The ability to plan events and tours, effectively engage with sponsorship partners, event organisers, and stakeholders, think creatively and bring new ideas to the team will be key to your success. The role is also tasked with identifying cost and process efficiencies in the area of events, tours, and travel management.

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

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

To Apply

If this sounds like the right job for you then please email an updated CV with a cover letter to work@tearfund.org.nz, outlining your experience against the above competencies and tell us why you would want to work for Tearfund. To discuss the role confidentially please call Olga on 021 541 654.

The closing date for applications is Friday 24 May 2019.