

LIMITLESS

LIMITLESS FESTIVAL EVENTS ASSISTANT

LIMITLESS is the national youth and children's ministry of the Elim Pentecostal Church in the UK & Ireland. Our mission and purpose is '*equipping leaders and inspiring churches to raise up a limitless generation*,' which we accomplish through offering a range of activities including national and regional youth events, training programmes (up to degree level), resources and church consultancy. The values that lie at the heart of our ministry are:

FAMILY is our heart

FUN is our spirit

SERVICE is our posture

EXCELLENCE AND OPPORTUNITY is our pursuit

LISTENING is our culture

PIONEERING is our calling

For further information on our work see www.limitlesselim.co.uk

Limitless is looking for a highly motivated, action-oriented person to take a crucial position in our team. This role is for 2 days a week on a fixed 3-month contract. (June – August)

PERSON SPECIFICATION

The first and most important specification on this job description is for any applicant to having a living and vibrant personal relationship with Jesus, to be spending time with him daily and setting an example for other to follow in their character and spiritual vitality.

A person with a heart to serve is also crucial as you will be required to create a culture of service across a large team.

Great communication skills are necessary for engaging with delegates and providing the highest level of customer service.

You must be highly self-motivated and goal oriented, as you will be working remotely and have specific targets to hit.

TASKS:

- Communicating with event delegates and group leaders via telephone and email.
- Managing the Limitless Events email inbox.
- Assisting the Event Manager with Accommodation admin.
- Assisting the event Manager with Speaker admin

- Overseeing the information area during Limitless Festival
- Managing bookings using our online database
- Other events related tasks as assigned.

ESSENTIAL SKILLS:

- Proficient with Excel, Word and Outlook.
- Excellent communication and interpersonal skills, via phone, email, and in person.
- Ability to learn how to use new software swiftly. (As part of this role you will be utilising our 'Solid Rock' bookings management software, for which you would receive training).
- Be very well organised, efficient, and able to keep track of multiple events projects.
- Ability to work well under pressure.
- The ability to plan ahead, manage pressure and conflicting demands and prioritise tasks and workload.
- Attention to detail and problem solving skills.
- Be motivated and focused.
- Ability to work both on your own and collaboratively as part of a team.
- Ability to think ahead and personally initiate appropriate activity.
- Ability to prioritise key tasks and manage time effectively in order to meet deadlines.
- Ability to handle confidential information appropriately.

DESIRABLE SKILLS:

- Prior experience in working within an events team.

OTHER IMPORTANT INFORMATION:

The Limitless Festival Events Assistant will report directly to the Event Manager

You will be required to attend Limitless Festival in August in full. (1st August – 8th August)

This role can be fulfilled remotely, though you will be required to be in the office in Malvern for staff team days at least once a month, usually on the first Monday.

Any successful application will be subject to a DBS check.

This role will be 15 hours per week at the National Living wage rate.

IMPORTANT DATES:

Closing date for applications: Tuesday 30th April 2024

Shortlisting: Thursday 2nd May 2024

Interview date: Tuesday 7th - Thursday 9th May 2024 (between 12pm-5pm)

Role Commences: Monday 3rd June 2024

An Occupational Requirement exists for the post-holder to be a Christian who assents to the Elim basis of faith in accordance with the Equality Act 2010.

Elim Foursquare Gospel Alliance is a registered charity 251549 (England) and SC037754 (Scotland)