

LIMITLESS

LIMITLESS FESTIVAL TEAMS 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 envisioning potential team members to sign up.

You must be highly self-motivated and goal oriented, as you will be working remotely and have specific targets to hit in terms of number of team members.

TASKS:

- Using relevant marketing techniques and personal communication to assist with volunteer team member recruitment.
- Provide regular correspondence with volunteers to ensure they have all relevant information.
- Processing DBS applications
- Contacting named referees to obtain reference for each volunteer.

- Assigning people to teams.
- Processing applications using our online database.
- Oversight of the teams inbox.
- Responding to phone queries.
- Assisting the Teams Manager with team packs and onsite team queries
- Customer Service based tasks during Limitless Festival

ESSENTIAL SKILLS:

- Ability to work well under pressure.
- Excellent people skills.
- Be very well organised, efficient, and able to keep track of multiple events processes.
- 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 recruit, deploy, lead, motivate and supervise volunteers.
- Ability to think creatively and strategically.
- Strong verbal and written communication skills, with the ability to communicate confidently and politely with church leaders, youth leaders, events teams, young people and students.
- 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.
- Proficient in MS Office, such as Word, Outlook, Powerpoint, Excel, Access, Forms etc., to produce correspondence, documents, mail merges, and to maintain presentations, records, spreadsheets, databases etc.
- Assumes additional responsibilities as assigned.

DESIRABLE SKILLS:

- Experience in volunteer recruitment.
- Experience in processing DBS applications.

OTHER IMPORTANT INFORMATION:

The Limitless Teams Assistant will report directly to the Teams Manager

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