

LIMITLESS

LIMITLESS FESTIVAL TRADING MANAGER

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. The Trading Manager will oversee the communication, ordering and deliveries for the relevant venues at Limitless Festival

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 communicating effectively with outside organisations and contractors.

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

TASKS:

- Manage the trading budget.

- Liaising with contractors such as CLO, Bid Foods, Freshview and Wells Dairy Farm to organise food orders and deliveries for Limitless Festival.
- Oversee and collate orders for team catering, stores, cafes, volunteer lounge, guest lounge and kids team leaders.
- Review orders prior and throughout Limitless Festival and adapt to needs and changes that could occur.
- Interact with the Catering Team Leader to ensure purchases are in line with the budget and correct quantities are purchased.
- Ensure equipment is ordered for cafes, volunteers lounge, guest lounge and catering.
- Manage potential and attending food vendors.
- Liaise with the Operations team to ensure all equipment is in the correct locations.
- Work with Venue team leaders to ensure all equipment is working throughout the event and communicate with providers if maintenance is needed.
- Work closely with the Stores Team Leader to ensure all stock is received and delivered to the correct venues.
- Point of sale management.
- Work closely with the Finance team to ensure all sales are accounted for correctly.

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.
- 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 a trading role.

OTHER IMPORTANT INFORMATION:

The Limitless Teams Assistant will report directly to the Event 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 12m-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)