



LIMITLESS EVENTS VOLUNTEER TEAM LEADER & EXHIBITION MANAGER

Department:	Limitless
Reports to:	Director of Limitless
Place of Work:	Elim International Centre
Working hours:	15 hours per week
Salary band:	£8,000
GOR:	Yes
Status:	RECRUITMENT

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim's fundamental and distinctive characteristics consist of priorities and commitments that we consider God-given, non-negotiables of spiritual heritage and destiny that will shape and define our future.

LIMITLESS is the national youth ministry of the Elim Pentecostal Church in the UK & Ireland. We exist to reach young people, equip youth leaders and inspire dynamic youth ministry through the local church, by 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. You will be responsible for recruiting and leading a large team of volunteers for Limitless Festival, and for recruiting and making exhibitions for our 'Warehouse' space at the event. This an opportunity for anyone who wants to know that their work results in transformed lives.

THE ROLE

Your role will require you to lead team devotions, pray with team members, envision people with purpose, and encourage tired teams! Thus the first and most important specification on this job description is for any applicant to have a living and vibrant personal relationship with Jesus, to be spending time with him daily and setting an example for others to follow in their character and spiritual vitality. Managing the National Director's email account.

Volunteer Team Recruitment and Leadership:

Active recruitment of volunteers:

- Contacting local church SYA groups, speaking at CU's, connecting in Stafford etc
- Using Social Media platforms to connect with volunteers and recruitment

Working with volunteer applications, through a process to enable them to work at Limitless Festival. This includes:

- Corresponding with the volunteer with thanks and requesting DBS
- Processing DBS applications
- Contacting named referees to obtain reference for each volunteer (using Microsoft Forms)
- Assigning people to teams
- Responding to volunteer queries

Exhibition Management and Recruitment:

Contacting exhibitors re Limitless Festival

Chasing established links already made with interested nationwide charities

- Processing the application from Microsoft Forms
- Assessing the company's relevance to the event
- Collecting necessary company insurance and H&S docs
- Making and sending invoices
- Collecting payments
- Various other communication with Exhibitors

You will be required to attend both **Limitless Leaders** in January and **Limitless Festival** in August in full. This will result in working additional voluntary hours.

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

THE PERSON

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working effectively in collaboration with other agencies, churches and leaders; • Experience of working/volunteering in a youth group organisation 	<p>Demonstrated experience of co-ordinating projects in complex and challenging environments;</p> <p>Understanding of the charity sector;</p>
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication and negotiating skills; • Able to confidently and politely communicate with church leaders, youth work volunteers and young people; • Ability to forge effective relationships with a wide range of individuals and organisations and to work effectively in a multi-disciplinary environment; • Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly • Team player, co-operate with other staff to achieve results. • Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to often changing timescales. • Ability to recruit, deploy, lead, motivate and supervise volunteers. • Ability to think creatively and strategically. • Ability to prioritise key tasks and manage time effectively in order to meet deadlines. • Ability to handle confidential information appropriately. 	
Personal Qualities	<ul style="list-style-type: none"> • Honesty and integrity • Enthusiastic and with a drive to achieve • Excellent oral and written communication skills • Organised, flexible, innovative and adaptable • High level of political astuteness and sensitivity. • The promotion of equality of opportunity and good working relations 	
Other Requirements	<ul style="list-style-type: none"> • Ability to travel where delegated and appropriate • IT literate and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use) • To operate with a high level of autonomy, professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy • A Valid UK Driving License and access to a car • An active relationship with Jesus which is evident through lifestyle, work ethic and integrity • Able to complete a Fully Enhanced DBS check 	<p>Ideally from an Elim background, with some understanding of the Elim Ethos</p>

A genuine 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. Any successful application will be subject to a DBS check.

FURTHER DETAILS

Successful candidates who will be invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information prior to this, please contact the HR department at jimmy.vansanten@elimhq.net to request a copy of the information.

Alternatively, the information is also online on the following websites.

- Elim Movement: www.elim.org.uk
- Limitless www.limitlesselim.co.uk
- Regents Theological College: www.regents-tc.ac.uk

CONTACT

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