



**THE SUNDAY TIMES**  
BEST NOT-FOR-PROFIT  
TO WORK FOR 2018



# Job Specification

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Festival Manchester Support  
Administrator  
September 2021

Festival Manchester 2022 will be the biggest Christian mission that has been held in the North West of England for a generation. Culminating with a weekend festival in July 2022 with an anticipated 40,000 visitors per day, the build up will include outreach events, evangelistic gatherings, training sessions and a schools tour. The festival team will be involved in all aspects of the planning, management and delivery of what is hoped to be a transformational initiative that engages the local church, Christian organisations and individuals in a kingdom adventure that is faith building and legacy lasting.

The key partners are the Message Trust and the Luis Palau Evangelistic Association, both of whom have a track record in delivering evangelistic missions.

There is a small team coordinating that are coordinating and planning not just the weekend but also the hundreds of projects, events and programmes that lead up to the festival.

This role is a key member of that team.

## Job Specification

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**Job title:** Festival Manchester Support Administrator

**Location:** The Message Trust, Harper Road, M22 4RG, Manchester

**Hours:** Full time (35 hours)

**Salary:** £19,926 (A9)

**Length of contract:** This is a 12 month Fixed Term Contract (Sept 2021–Sept 2022)

**Responsible to:** Festival Manchester Coordinator

**Primary internal working relationships:** Festival Director/Churches Relations Manager, Luis Palau UK Team / Love Where U Live Team Leader, Prayer Team Leader, Children & Family Team Leader, Message Creative

**Primary external working relationships:** Greater Manchester Primary Schools, Festival Manchester Partner Churches

### Purpose of the job

To provide comprehensive, timely and effective administrative support to the Love Where U Live, Prayer and Children and Family teams including coordinating the outreach into primary schools.

### Main duties & responsibilities

**Love Where U Live:** This is the words and deeds missional aspect of Festival Manchester. You will register projects submitted by churches, advise on suitable projects areas, flag up projects that might be problematic, inform the marketing of projects to highlight, and ensure a smooth flow of information between Festival Manchester and Campaign partners. Typically two days per week.

**Prayer:** Festival Manchester is built on a foundation of prayer. You will support the team in all aspects of organising prayer gatherings and initiatives ensuring timely production of material and resources. Typically one day per week.

**Children & Family:** One of the key objectives of the Festival is to form a 1,000 member childrens' choir by engaging with primary schools across Greater Manchester. You will be responsible for connecting with schools, booking teams and organising rehearsals. Typically two days per week.

## Person Specification

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### **Achieving quality results and service**

- Skilfully anticipate and provide high-quality administrative support to the Festival Manchester teams and partners with clarity and efficiency
- Able to be flexible around working times and out of hours contacts
- Ability to see "the big picture" between different areas of activity within the organisation and troubleshoot when necessary
- Discreet in dealing with confidential and / or sensitive information
- Confident and empathic
- Attention to detail
- Excellent relational and communication skills
- High level of administrative and analytical skills
- Proficient in Microsoft Office Programs
- Good interpersonal skills and excellent phone manner
- Professional attitude and appearance
- Ability to drive with own transport

Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values.

## Teams

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Being part of the Festival Manchester 2022 team means you will be fully embedded and a key part of both festival leading organisations. You will be employed by the Luis Palau Association but based at the Message Trust office, so our desire is for you to become a key member of both the wider LPAUK and Message Trust teams.

### **Overview of working with The Message Trust**

For the last quarter of a century, the Message Trust has been leading the way in reaching the hardest-to-reach with the life-transforming gospel of Jesus Christ. The Message Trust was

founded in 1992 by Andy Hawthorne, a passionate evangelist who was awarded an OBE in 2011 for services to young people.

At the heart of the operation is the staff team – dedicated followers of Jesus who have seen transformation in their own lives and who are passionate about seeing other lives impacted by an encounter with Christ that leads to a lifestyle of discipleship. In 2018 they were named the ‘Best Not-For-Profit Organisation To Work For’ in the UK by the Sunday Times Best Companies survey, based on responses submitted by our staff. They are proud to know that they are not only making a difference in the lives of the people we reach through our work, but that they are making a difference to the employees lives too by being an outstanding working environment.

At the heart of the staff culture is a regular rhythm of passionate prayer. They spend at least half an hour every day seeking God and listening to his voice. Working in partnership with The Message Trust means you’ll have room to grow, not just professionally, but spiritually too. By joining the Festival Manchester team, you’ll be joining a family – united in one vision to see lives changed for the better. Find out more at the Message Trust at [www.message.org.uk](http://www.message.org.uk).

### **Overview of working with the Luis Palau Association**

The Palau Association exists to accelerate evangelism worldwide. For more than 60 years, the Palau Association has shared the Good News of Jesus Christ with more than one billion people throughout the world. Through our efforts – and God’s great provision – hundreds of thousands of individuals have come to faith in Jesus Christ. The Luis Palau Association exists to proclaim the Good News, unite the Church, and impact cities worldwide.

We accomplish our mission through:

- hosting evangelistic festivals to share the Good News in cities around the world,
- equipping thousands of partner evangelists through a global network of evangelists,
- celebrating and accelerating long-term Gospel work and evangelism in cities around the world through united, holistic, and sustainable City Gospel Movements,
- a far-reaching media ministry including online Bible training and daily radio shows on 5,539 radio outlets in 59 countries and a social media community of more than 20 million followers hearing daily Gospel messages and encouragement.

The Palau Association has had the opportunity to work with thousands of churches in hundreds of cities around the world, including nine top global cities: London, Hong Kong, Singapore, Chicago, Moscow, Madrid, Mexico City, Buenos Aires, and Washington D.C. For more information visit: [www.palau.org.uk](http://www.palau.org.uk).

## Confidentiality

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Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

## Notes

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This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.

**Genuine Occupational Requirement (GOR):** This post has been identified as having a GOR to be filled by a Christian under the provisions of the Employment Equality (Religion and Belief) Regulations 2003 Section 7.2.

The successful candidate for this post may be asked to apply for a Disclosure. The Message has decided that this shall be at the level of: Standard. Further information about the Disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

All Message staff are set a personal fundraising target. We ask that the successful applicant has a *minimum of £75 per month of regular financial support before commencing employment increasing to £125 per month by the end of the 3-month probation period* and aims to add one a month after that. Training and support will be given to help you achieve this. Staff are also expected to organise and take part in, at least one fundraising or other sponsored event annually.