

#ELS2023



CO-COMMISSIONED



**VOLUNTEER PACK**

**ELIM LEADERS SUMMIT 2023**

**9-11 MAY | HARROGATE CONVENTION CENTRE**

## Volunteering at Elim Leaders Summit 2023



Elim Leaders' Summit 2023 takes place at Harrogate Convention Centre from **9 – 11 May 2023**. It's a great venue and offers a whole host of opportunities for volunteers. We intend to create an excellent and professional event whilst still keeping that family feel that is unique to Elim. Join us as a volunteer and you will play a vital role in creating an unforgettable VIP experience for all our delegates and be part of a great team who get to experience the Elim Leaders' Summit by serving.

As a thank you, we will make sure you receive:

- Accommodation in a shared hotel room or equivalent
- 3 meals a day
- Free entry to Elim Leaders Summit 2023

### Roles

- Welcome & Venue Team
- Hospitality Team
- Audio Editor
- Stage Assistant
- Social Media Assistant

Find out about each team, what's involved and where there's a space for you!

### Who can apply?

We welcome all sorts of people on to our teams, young and old! You just need to be:

- At least 18 years of age on 30 April 2023 – there is no upper age limit as long as you have stamina!
- Committed to spending the time serving wherever required and willing to undertake tasks you didn't specifically sign up for.
- Prepared to be the first to arrive and the last to leave.
- **Available from Monday 8 until Thursday 11 May 2023 – you will be expected to arrive at 12.00pm on the Monday and not leave until 6 - 6.30pm on the Thursday.** It is important to us that you are able to arrive on time and stay until the end.
- Eligible to serve in the UK

## How to apply

Complete the application form and return it by e-mail to [els@elim.org.uk](mailto:els@elim.org.uk) in the Elim Leaders Summit 2023 office by **17 February 2023**.

## What's next?

We'll have a look at your form and see if we can place you in a team. We'll aim to let you know by the end of February at the latest!



## Job Roles:

### Welcome & Venue Team Coordinator x1:

### Welcome & Venue Team Assistant Coordinator x1:



The Welcome & Venue Team Coordinator and the Welcome & Venue Assistant Coordinator will be responsible for leading a team in providing a great welcome experience for our delegates and continuing to serve both them and our speakers throughout the event in various venues. You will need to be able to manage people, plan workloads and to delegate well. You'll also need to be flexible, able to stay calm under pressure, to keep smiling even when you are tired and be prepared to meet needs as they arise.

### Welcome & Venue Team x18:

Being part of the Welcome & Venue Team will be a varied role ranging from greeting people on the main doors and booking people in, to assisting speakers to set up and make sure they have all they need in the various rooms before meetings. You will also help each day to set up the venue for our Business Sessions as well as



welcoming people and stewarding in the main venue. As you will play a key role in setting the atmosphere for the event, we will be looking for warm, friendly people for this role – you'll need to be able to keep a smile on your face even in difficult situations.

### Hospitality Coordinator x1:

The Hospitality Coordinator will be responsible for leading the hospitality team in serving our guest speakers and Elim's National Leadership Team (NLT). They will ensure that the team is effective in its role and will need to be able to communicate with guest speakers and those on Elim's NLT without being overawed while demonstrating a respect and honour for the work that God is doing through them. The coordinator will also be responsible for ensuring that snacks and drinks are restocked throughout the event and for maintaining a clean and tidy hospitality lounge and volunteer space throughout the day. You must be a driver with your own vehicle and prepared to go to Cash & Carry during the event.

**Hospitality x1:**

Being on the Hospitality team will involve serving our guest speakers, Elim's National Leadership Team and volunteers. You'll be responsible for escorting guest speakers to the event, running the hospitality lounge and creating a culture of honour and value for our guests. You will also be involved in ensuring that the hospitality lounge and the volunteer space is kept clean and tidy throughout the day.

**Stage Assistant x1:**

Assist the Stage Manager with the running of the main auditorium stage. You'll perform duties such as carrying the lectern onto the stage, see speakers have the correct microphone, ensuring speakers for the main stage are in place to go on at the right time etc. You may also be required to help in other venues on occasions.

**Social Media Assistant x1:**

Assist with promoting the event throughout the three days. You must be experienced with Twitter and Instagram, having a good knowledge of social media protocol and best practices.

**Audio Editor x1:**

Assist in handling post-production audio tasks during the 3-day Summit. Includes editing and formatting audio recordings from meetings and seminars, and uploading them onto the Elim website and app. This role may require some basic skills in digitally editing and formatting media.

For volunteer inquiries, please contact:

Email: [els@elim.org.uk](mailto:els@elim.org.uk)

# Volunteer Application Form 2023

## Section 1 Personal Details

Full Name:

Address:

Postcode:

Preferred Tel No:  Email:

Three words you would use to describe yourself:

## Section 2 Volunteering

Please state in order of preference what areas you are volunteering for and whether you have experience in these areas.

Role	Experience
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>

I am applying to be a team leader	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please tick which size t-shirt you would require if you were to be accepted as a volunteer:

Extra small   
Small   
Medium   
Large

X large   
XX large   
XXX large

### Section 3 References

Please give the names and contact details of your Senior Minister and one other person who has known you for at least two years who we will approach for a reference. If you are related to the Minister, please give another church leader's details.

Minister's name:

Address:

Postcode

Telephone number:

Email address:

Relationship:

Second referee's name:

Address:

Postcode

Telephone number:

Email Address:

Relationship:

I confirm that:

The information submitted is correct and complete

Signed

Date

Please return form to: E-mail: [els@elim.org.uk](mailto:els@elim.org.uk)

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