



JOB TITLE

Partnerships' Assistant

LOCATION

Big Church Festival, Littlehampton/Remote Working

REPORTS TO

Big Church Festival Partnerships Manager

JOB TYPE

Freelance (approx. 100 days at £150-175 per day depending on experience). Hybrid role of remote working and occasional days in the BCF office in Littlehampton. 8 days working (and staying) on site at Wiston House Estate in the lead up to the event

ABOUT US

Big Church Festival is a renowned annual event that brings together a vibrant community to celebrate faith, music, and fellowship. We work with 30-40 esteemed advertising partners, many of which are Christian charities, to enhance the festival experience for all attendees.

JOB OVERVIEW

As the Partnerships Assistant, you will play a crucial role in supporting the Big Church Partnerships Manager by managing relationships with our advertising partners. You will be the primary point of contact for these partners, assisting them with accreditation, coordinating their logistical needs, and ensuring their overall success at the festival. This role requires excellent attention to detail, strong account management skills, and the ability to work efficiently under pressure.

KEY RESPONSIBILITIES:

- Assist in managing relationships with 30-40 advertising partners, primarily Christian charities.
- Conduct online and occasional face-to-face meetings, phone calls, and emails with partners.
 - Assist partners with accreditation for their team to access the event.
- Liaise with the BCF Production Manager to ensure partners receive the power, structures, and other necessities for a successful event.
- Maintain accurate and up-to-date records using Google Drive (Docs & Sheets).
- Provide exceptional on-site support to partners as they arrive, including managing accreditation, distributing food vouchers, and resolving any issues that arise.
 - Supervise and manage a team of partnership staff during the festival.
- Ensure all partners feel welcomed and supported throughout their participation in the festival.
 - Manage all aspects of invoicing for BCF partnerships.
- Act as a point of contact across all BCF teams to ensure all partner requirements are fulfilled prior to and at the event.

QUALIFICATIONS:

- Proven experience in account management.
- Proficiency in using Google Applications (Mail, Docs & Sheets).
- Proficient in use of project management software e.g Click Up. MS Project or ability & willingness to learn
 - Excellent attention to detail and organisational skills.
- Ability to work in a team environment but also thrive when working independently.
 - Friendly, approachable, and professional demeanour.
 - Ability to work proactively and efficiently under pressure.
 - Strong communication and interpersonal skills.
 - Ability to handle multiple tasks and prioritise effectively.
- Experience in event coordination or a similar role is a plus.
- Experience in accounting procedures is beneficial.

BENEFITS

- Opportunity to work in a dynamic and inspiring environment.
- Be part of a dedicated team that organises the UK's largest Christian event.
- Gain valuable experience in event management and partnership coordination.

HOW TO APPLY

Interested candidates should submit their CV and a cover letter detailing their relevant experience to gareth@bigchurchfestival.com.

Role to commence Autumn 2024

Application Deadline: Monday 16th September 2024*

Big Church Festival is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees & contractors.

*Big Church reserves the right to close the application date earlier if a suitable candidate is found.

