



## PAK7 SUMMER EVENTS MANAGER JOB DESCRIPTION

The PAK7 Summer Events Manager is a temporary role that will support and manage PAK7's summer marketing and events campaign. PAK7's summer campaign will consist of a high profile marketing campaign at a number of Christian festivals and camps this summer (2024).

The job will require someone who is fun, well organised and capable of leading a small team. They will be a good communicator, detailed planner, and have good people skills. It would be helpful if they could drive and if they had a vehicle they could use. Some knowledge of marketing would be helpful.

This person will report to the PAK7 International CEO.

In accordance with Schedule 9 of the Equality Act 2010, there is an occupational requirement for this role to be filled by a committed Christian.

### **1. Plan the events and marketing campaign**

- 1.1. Work with the PAK7 International CEO and Development Manager to plan the events campaign, including staff recruitment, planning travel, logistical support, accommodation, finances, payment of expenses and the event campaign itself.
- 1.2. Work with the PAK7 International CEO and Development Manager to plan the marketing campaign, including planning the social media campaign (which will be delivered by a social media worker) and media marketing campaign (connecting with Christian UK media to highlight the PAK7 summer events campaign)

### **2. Manage the Events team**

- 2.1. Communicate clearly with the events team so that they know where they need to go, what they need to do and what targets they have (according to the campaign plan)
- 2.2. Administrate the events team so that they have everything they need in a timely manner
- 2.3. Ensure that all PAK7 equipment and material is cared for and used wisely
- 2.4. Stay in regular contact with the teams and coordinate activities.

- 2.5. Liaise with Festival organisers as appropriate.
- 2.6. Manage budgets.

**3. Manage the social media team**

- 3.1. Give clear guidance to help the social media team to ensure they fulfil the social media campaign plan
- 3.2. Work with the Social Media person to assist with content creation, audience engagement, etc.
- 3.2. Ensure all social media posts and videos meet the quality standards and message parameters as set by the CEO

**4. Administrate the PAK7 Summer Event Competition**

- 4.1. Ensure the events team is publicising the Summer Event Competition and hitting their targets
- 4.2. Design appropriate systems such that all sign ups occur in an efficient and compliant way, storing all personal information in a way that conforms to PAK7's data protection policies, and are stored in PAK7's marketing database.

Qualifications	<p>Minimum:</p> <ul style="list-style-type: none"> <li>● Grade C or above in Maths at GCSE</li> <li>● Grade C or above in English at GCSE</li> <li>● 2 A levels, grade C or above or equivalent Level 3 BTEC</li> </ul> <p>Prefer: Marketing or business qualification at degree level, or in progress.</p>
Experience Required	<p>Proven experience of leading others, working well in a team, ability to communicate clearly under pressure, ability to plan and deliver a plan. Understanding of the wider Christian community across the UK.</p>
Salary	£2,000 per month (June, July and August 2024)

Pension	No pension
Vacation	5 days total (inclusive of designated UK public holidays)
Place of work	Work from home, although would be required to travel to events across England where PAK7 is exhibiting, and potentially to meet with other PAK7 staff.
Hours per week required	37.5 hours per week. May require some flexible working for weekend or out of normal office hours work according to the project needs.

To apply, please complete our application form  
You can download this from [www.pak7.org/application](http://www.pak7.org/application)  
Send your completed form to: [tim@pak7.org](mailto:tim@pak7.org)