

Central/Eastern Europe Regional Coordinator (Maternity Cover)

Terms: Full Time maternity cover position based in Central or Eastern Europe (with ability to travel across Europe as needed) for an initial period of six months (and possibility of extension).

Start Date: Mid-October 2018

About Limmud: Limmud is a pioneer of cross-communal inter-generational Jewish learning, organised and run almost entirely by volunteers. The first Limmud Conference was in the UK in 1980; our UK Conference now attracts over 2,700 people. The model has inspired the creation of Limmud groups across Europe, to create their own Limmud events unified by a common set of values. Since 2006, Limmud has supported, developed and connected these volunteer-led groups. It does this by providing them with learning opportunities, training, mentoring, micro grants and support for the sharing of ideas and best practices.

Limmud currently operates in several countries in Central and Eastern Europe (Baltics; Czech Republic; Hungary; Keshet Bulgaria; Keshet Ex Yu; Poland; Turkey)

Supervision: The Coordinator will report to the Chief Executive. They will work closely with the Limmud Office team based in London and with European members of the Limmud Connections Team (LCT), the current Central/Eastern Europe Regional Coordinator (before/after maternity leave) and other experienced Limmud volunteers in Europe and the UK.

Location: The Coordinator will be based in their country of domicile (preference for Poland). Limmud will provide the Coordinator with the option of a local office space.

Travel will be required to countries predominantly, though not exclusively, within Central and Eastern Europe.

The Coordinator will be required to attend Limmud's residential winter Festival in the UK in December. One to two working visits to London will also be required.

Hours of Work: This role is full time, including participation in some weekend meetings/events. Limmud will adhere to the employment laws within the Coordinator's country of domicile. Any agreed salary will be inclusive of overtime hours, pension and other benefits.

Key Responsibilities:

This position aims to offer an enhanced approach to supporting Limmud communities in Europe.

The Coordinator will work according to regional and local targets, set in conjunction with the Chief Executive and International Coordinator. These will include:

- Coordinating further Jewish learning opportunities (beyond current annual Limmud event(s)) for the volunteers themselves and for the groups across the region
- Implementing existing Limmud support programmes and activities, specifically on-site development and support visits to Limmud groups, as well as deliver mentoring as needed.
- Supporting European Limmud volunteers in finding strategies for overcoming challenges within their groups. This includes: supporting groups with volunteer recruitment and succession; assisting teams in creating annual work plans; organising volunteer leadership training together with experienced Limmud volunteers
- Helping Limmud groups in Europe to establish strategic and mutually beneficial partnerships with other communal organisations. They will also connect volunteers across Limmud communities in Europe in a structured way so that their individual and collective activities are more impactful. They will also work to promote organisational partner events.
- Assisting Limmud groups with fundraising activity and grant writing, either personally or through accessing collective Limmud expertise and resources.
- Working with specific volunteers on: the distribution of educational resources and the establishment of regional programmes
- Conducting periodic programmatic evaluation – tracking agreed metrics and providing data for organisational proposals and reports
- Providing opportunities for individual groups to collaborate with other Limmud groups in their region and ensure regular contact with Limmud in the UK

Position Requirements:

Essential

Familiar with Limmud and/or other grassroots/volunteer-led organisations
 Possess an understanding of major stakeholders in Europe and European Jewish communities
 Excellent interpersonal and communications skills (verbal and written English)
 Able to engage volunteers of a range of ages and backgrounds
 Experience as a Jewish communal activist
 Strong facilitation skills; group training experience
 Self-motivated; ability to manage own time and work independently
 Ability to work in Europe
 Able to start full time work in autumn 2018

Preferred

BA degree or equivalent
 Fundraising and budgeting experience
 Minimum of 5 year +/- relevant work experience
 Additional European language besides mother tongue and English

Interested candidates should send a cover letter and resume in English by Friday August 10 to:
hr@limmud.org

Only suitable candidates will be contacted for interviews that will start in late August.