

Limmud is seeking an Assistant, position based in North Finchley, full time from May 2018 for an initial 9-month period (with a possibility to extend further). Applicants should send a CV and cover letter to hr@limmud.org by Wednesday 25 April 2018

Limmud Assistant – Position Description

Nature and Scope

To facilitate the smooth and efficient running of Limmud by providing administrative and logistical support to the Limmud office and volunteers

The Assistant will be accountable to the Chief Executive of Limmud and will be part of Limmud's staff team. Priorities will be set and overseen by the Head of Logistics, who will manage the employee on a day-to-day basis.

The role will be based at Limmud's office in North Finchley. Successful applicants may also be required to attend offsite meetings. If this includes attendance at any residential Limmud events or activities, all relevant costs will be covered by Limmud.

Hours of Work

Average of 35 working hours per week, Monday to Friday. There may be some need to work evenings/Sundays to meet with volunteers but this will usually be allowed for by the application of flexi-time. The office closes early on Friday for Shabbat.

Key Objectives & Responsibilities

1. General
 - a. Support the Head of Logistics to ensure the smooth logistical and administrative running of the Limmud Office, supporting a range of critical systems and procedures that best support Limmud's volunteer led activities.
 - b. Administrative and logistical support to professional team
 - c. Reception and general office duties; answering the phones, responding to general queries, setting up conference calls, diary management, general logistical support to volunteer teams. Organise and purchase resources for UK volunteer events, including team training, and establish event application forms (print and digital)
 - d. Ensure that the Limmud office delivers a high level of service, providing a constantly welcoming, tidy and user-friendly environment for professional team, volunteers and visitors.

2. Assistance for International Projects
 - a. Ensure documents are translated where necessary.
 - b. Email International Limmud groups for feedback and report forms.
 - c. Help organize logistics and admin for the Limmud International Coordinator for specific training events.
 - d. Help to ensure that annual publications are both produced and distributed internationally. Work with International Coordinator, updating Limmud group logos and event photographs.
 - e. Ensure that resources are printed, organised and distributed prior to a Training on Tour event

- f. Assist the International Coordinator where necessary when creating visa letters, and invitations.
- g. Conducting routine communications with international groups, such as messages for handbooks and notes to support events as they happen.

3. Limmud Festival

- a. Assisting with queries from volunteers and participants, whether by email or phone
- b. Checking application forms and data entry of application forms into database
- c. Point of contact for delegates attending Limmud Conference, assisting with bookings and invoices
- d. Supporting the Limmud International Coordinator with the International programme for Limmud Conference
- e. Preparation of data and other reporting requirements for volunteers
- f. General administrative support such as photocopying and filing
- g. Assisting with other requirements as requested by line managers.

4. Communications

- a. Maintaining the Limmud website including adding pages for Limmud events and updating for regional and national events.
- b. Media- collation weekly print and digital media clippings report. Provide support to Media Consultant where necessary
- c. May be required to assist with social media for specific volunteer events and activities.

Successful candidate will display the following attributes:

- Be highly organised, committed to detail and take pride in their work.
- Have excellent interpersonal skills (verbal and written), especially on the telephone. This will include being comfortable speaking to people whose first language is not English.
- Have strong written skills including being able to report on activities and concisely and helpfully provide updates.
- Have proven experience successfully working under pressure, with multiple demands; and be able to prioritise tasks successfully.
- Be able to work both independently and under direction; on own and as part of a team, including with volunteer teams
- Possess a good working knowledge of MS Word, Outlook and Excel.
- Experience of managing budgets and budget reporting
- Hold an understanding of Limmud's values and principles.
- Be willing to abide by Limmud's data protection and confidentiality policies.

Previous experience working in a Jewish communal organisation office is useful, but not essential.

Previous participation in Limmud events is also very useful but not essential.

Desirable:

- Spoken Hebrew
- Marketing background
- Experience of event management

March 2018