

JOB DESCRIPTION & PERSONAL PROFILE
Limmud Festival Administrators (Temporary)

Job Title: Limmud Festival Administrators: Presenter Care / Participants Care

Location: Limmud Office, North Finchley

Reporting To: Head of Logistics

Contract Type: Short Term Contract (July 2017 – January 2018)*

Salary: £10.20p/h

Purpose

Limmud Festival is attended and enjoyed by over 2700 participants over a week during the Christmas/New Year period. As with all our projects, Limmud Festival is planned and run almost entirely by a legion of dedicated volunteers. These volunteers are supported by a small office team, concentrating largely (but not exclusively) on administrative support needs. Due to the growing scale and complexity of Limmud Festival, we are looking to recruit two temporary event administrators to support volunteers and permanent professional staff in the run-up to, and at the event. Limmud Festival 2018 will take place at the Hilton Metropole and other hotels surrounding Pendigo Lake, Birmingham, from 23-27 December 2018, with a pre-Festival Shabbat over 21-23 December 2018.

Nature and Scope

The Limmud Festival Administrators 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 employees 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, including a training weekend with the Festival team outside of London and Limmud Festival in December (all relevant costs will be covered by Limmud.)

Hours of Work

Average of 35 working hours per week, Monday to Friday. (NB – there may be fewer hours required per week at the outset of the contract, increasing as Limmud Festival approaches). Candidates must be prepared to work evenings if necessary in the weeks leading up to the event. The office closes early on Friday for Shabbat.

Key Tasks

- Assisting with queries from volunteers and participants, whether by email or phone
- Checking application forms and data entry of application forms into database
- Assisting and liaising with Presenters for booking flights, dealing with travel subsidies and support their needs to attending Limmud Festival
- Liaising with Travel agents and online research and booking of transport
- Point of contact for delegates attending Limmud Festival, assisting with bookings and invoices
- Supporting the Limmud International Coordinator with the International programme for Limmud Festival.
- Preparation of data and other reporting requirements for volunteers
- General administrative support such as photocopying and filing
- Assisting with other requirements as requested by line managers.

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.
- 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.
- Possess a good working knowledge of MS Word, Outlook and Excel.
- 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.

**Limmud will possibly be recruiting for Limmud Administrator to start from February and a successful candidate may be asked to continue from the Limmud Festival Administrator, when this contract ends.*

June 2018