

**International Coordinator, Limmud**  
**(Maternity Cover, 12-month contract, based in North London, UK)**  
**Job Description + Person Spec**

**ABOUT LIMMUD:** Limmud is a pioneer of cross-communal, non-denominational and inter-generational Jewish learning. Limmud is organised and run almost entirely by volunteers. The first Limmud Conference was in the UK in 1980; our annual UK Conference now attracts over 2,800 people. The model has inspired the creation of dozens of Jewish communities worldwide. Limmud has been supporting the development of, and connecting, grassroots volunteer-led Limmud groups since 2006. It does this by providing training, mentoring and support to Limmud groups, and offers a forum for the sharing of ideas and best practices. All Limmud groups promote learning, volunteerism, and diversity, yet each event is adapted to the local culture. There are currently 91 Limmud communities in 42 countries across six continents. ([www.limmud.org](http://www.limmud.org))

**JOB TITLE:** International Coordinator

**PURPOSE OF THE JOB:** The International Coordinator has a multi-faceted support function to enable the smooth and efficient running of Limmud's global projects and the sustainability and development of the Limmud communities within its global network.

**ORGANISATIONAL POSITION:** The International Coordinator will report to the Deputy Director and will be part of the Limmud office team

**DURATION:** 12 month contract (Maternity cover)

**HOURS OF WORK:** 35 paid hours per week. This includes regular late evening calls with volunteers based around the world.

**LOCATION:** Limmud Offices, 1a Hall Street, London N12 8DB. The International Coordinator will also be required to attend Limmud's residential winter Festival in Birmingham in December 2019.

## **ROLE & RESPONSIBILITIES**

### **Event coordination**

The organisation and implementation of a range of residential regional and international development and training events in regions worldwide. These include:

1. 2-3 weekend long seminars/ leadership retreats per year
2. a biennial residential Global Forum for 150 international volunteers
3. a five-day development and connection programme for 50-80 international volunteers at the annual Limmud Festival UK (taking place over the last week of December)
4. shorter deployments of volunteer trainers and educators to individual Limmud communities

Responsibilities for these include (though not limited to):

- budget creation and management
- logistics research including sourcing and booking venues, catering, accommodation, travel
- liaison with contractors and local tour operators
- participant recruitment and care
- oversight and administration of bursary scheme
- co-planning of the seminar structure and programme

- frequent on-site coordination of events
- session facilitation (optional/ dependent on experience)
- programme evaluation including feedback collation, analysis and reporting
- working closely with volunteer teams to deliver all of the above

### **Grants management**

Account management of a number of grants. Includes:

- Proposal, progress and final report writing in conjunction with external consultant
- Oversight of grant renewal and reporting cycle and delivery of commitments
- Accurate and regular record keeping of deadlines and incoming funds on central fundraising database
- Funder relationship cultivation and maintenance including attending progress meetings
- Development and management of efficient processes for grant-giving projects

### **Other Project Coordination**

Supporting the coordination of unique and/ or new projects including:

- Limmud Annual Review
- Research studies
- Limmud 24 'learnathon'
- Limmud Tourism
- Year-round learning programme in Europe

### **Volunteer Support**

- Administrative support to two volunteer teams (meeting scheduling; ground transport arrangements as needed e.g. for Limmud Festival)
- Responding to International volunteers ad-hoc requests for resources, support, advice
- Guiding volunteers interested in starting a new Limmud community
- Sourcing and collating support materials
- Weekly messages of support to volunteers and follow up emails after Limmud events

## **SKILLS & EXPERIENCE**

### **Essential**

- Possess strong IT skills including: Excel, Word, Outlook
- Excellent numeracy skills
- Excellent organisation skills, strong attention to detail and takes pride in their work
- Ability to effectively multi-task and prioritise a varied and multiple work-load. Proven experience of successfully working under pressure, with multiple demands
- Excellent interpersonal, communication and written skills (verbal and written English)
- Able to balance patience with persistence in working with volunteers
- Working as part of a small team
- Previous experience working closely with volunteers

### **Desirable**

- Experience of using Google applications e.g. Drive, groups,
- Wordpress website management and CRM systems
- Previous experience working in the Jewish community
- Facilitation experience
- Experience of Grant writing and/or account management
- Experience of Limmud as a participant or volunteer
- Additional language skills (in particular, Hebrew, Spanish, Russian, French)