

## **Limmud Festival Administrator: Presenter Care**

**(8 months 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, and is organised and run almost entirely by volunteers. The first Limmud Conference was in the UK in 1980; our flagship Limmud Festival now attracts over 2,500 people. Our model has inspired the creation of dozens of Jewish communities worldwide, supporting their development 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:** Festival Administrator: Presenter Care

**PURPOSE OF THE JOB:** Limmud Festival takes place during the Christmas/New Year period, and, as with all our projects, 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 during the event. Limmud Festival 2019 will take place at the Hilton Birmingham Metropole and other nearby hotels from 22-26 December 2019, with a pre-Festival Shabbat on 20-21 December 2019.

**ORGANISATIONAL POSITION:** The Festival Administrator will report to the Head of Logistics and will be part of the Limmud office team.

**DURATION:** 9 months (June 2019-January 2020)\*

**HOURS OF WORK:** 35 paid hours per week.

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.)

**LOCATION:** Limmud Offices, 1a Hall Street, London N12 8DB. The Presenter Care Administrator will also be required to attend Limmud Festival in Birmingham for its full duration.

**SALARY:** £10.55p/h (London living wage)

**APPLY:** Send your CV and covering letter to Alanna Lewis, [hr@limmud.org](mailto:hr@limmud.org). Deadline to apply by 12pm, Friday 17 May.

**Key Tasks**

- Working with the Festival Programming team with the logistics for presenters.
- Assisting and liaising with presenters for Festival applications, 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
- Acting as the point of contact for delegates attending Limmud Festival, assisting with bookings and invoices
- Assisting with queries from volunteers and participants, whether by email or phone
- Checking application forms and data entry of application forms into database
- 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 be recruiting for Festival Administrator: Participant Care, starting in July to join the Office Team.*

May 2018