

Limmud Festival Administrator: Presenter Care

(4 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 and our flagship Limmud Festival now attracts around 5,000 people. Our model has inspired the creation of dozens of Jewish grassroots volunteer-led Limmud communities around the world. Limmud supports volunteer development by providing training and mentoring, as well as offering 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. (www.limmud.org)

JOB TITLE: Festival Administrator

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 a temporary event administrator to support volunteers and permanent professional staff in the run-up to and during the event. Limmud Festival 2021 will take place Monday 27 – Thursday 30 December, with two virtual days (27-28 Dec), followed by two in-person one-day gatherings in Manchester (29 Dec) and London (30 Dec).

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

DURATION: 4 months (October 2021 – January 2022)

HOURS OF WORK: 35 paid hours per week.

May also be required to attend offsite meetings, including attending Limmud Festival in December (all relevant costs will be covered by Limmud.)

LOCATION: Limmud Office in North West London (some remote working before December will be considered). The Festival Administrator will also be required to attend Limmud Festival during the full duration of the virtual and in person gathering in Manchester and London.

SALARY: £10.85p/h (London living wage)

APPLY: Send your CV and covering letter (maximum 2 pages) to Alanna Lewis, hr@limmud.org.

Deadline to apply by Midday, Monday 06 September 2021.

Key Tasks

- Working with the Festival Programming team with the logistics for presenters.
- Acting as the point of contact for participants attending Limmud Festival, assisting with bookings, accessing online programming and invoices.
- Assisting with queries from volunteers and participants, by email and phone.
- Checking application forms and data entry of application forms into database.
- 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 and committed to delivering a positive Festival experience for all participants and volunteers.
- Hold an understanding of Limmud's values and principles.
- Have proven experience of successfully working under pressure, with the ability to prioritise competing demands.
- Be able to work both independently and under direction, managing time effectively to meet deadlines.
- Show close attention to detail and take pride in their work.
- Have excellent verbal and written interpersonal skills.
- Possess a good working knowledge of MS Word, Outlook and Excel.
- 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 useful but not essential.

August 2021