



## Limmud Festival Administrator

### Job Description + Person Spec

**ABOUT LIMMUD:** Limmud is a pioneer of cross-communal, non-denominational and inter-generational Jewish learning, organised and run almost entirely by volunteers. Limmud supports volunteer development by providing training and mentoring. Teams of Limmud volunteers, supported by the central organisation, create events around the UK including Limmud Festival (23-29 December 2022), our flagship residential event, which attracts around 2,500 participants. We also run online learning events reaching up to 5,000 participants. ([www.limmud.org](http://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 2022 will take place at the Hilton Birmingham Metropole and other nearby hotels from 23 – 29 December 2022

**REPORTING AND LINE MANAGEMENT:** The Festival Administrator will report to the Head of Logistics.

**DURATION:** 6 months (August 2022 – January 2023)

**HOURS OF WORK:** 35 paid hours per week (full time)

Will also be required to attend some out of hours/off-site/weekend meetings and be on-site for all of Limmud Festival 2022 (including preparation days known as “set up”) . All extra hours are to be noted in an employee timesheet, to be paid accordingly. All relevant costs will be covered by Limmud for off-site meetings and attendance at Limmud Festival.

**LOCATION:** Working in the Limmud Office in Hendon, North-West London with option of some remote working. Employees may be required to work full-time in the office during November and December. Employees are expected to attend Limmud Festival in its entirety, including preparation days – accommodation etc... will be provided.

**SALARY:** £11.05p/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 **Midday on Wednesday 06 July.**

## **Key Tasks**

- Working with the office and volunteer teams to support delivery of our events, with particular responsibility for Festival (including regular communication with volunteer teams).
- Administrating process for applications, subsidies, and bursaries.
- Assisting with email and phone queries from volunteers, partners and participants.
- Providing data reports and updates to events teams.
- General administrative support such as photocopying and filing.
- Assisting and liaising with presenters to book flights and other travel/accommodation needs.
- Liaising with travel agents and booking transport
- Acting as the point of contact for delegates from partner organisations attending Limmud Festival, assisting with bookings and invoices.
- Abide by Limmud's data protection and confidentiality policies.
- Assisting with other requirements as requested by the line manager.

## **PERSON SPECIFICATION**

### **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 their own and as part of a team.
- Possess a good working knowledge of MS Word, Outlook and Excel.
- Have a good understanding of social media platforms including (but not limited) to Facebook, Twitter and Instagram.
- Have some experience or be willing to learn how to use databases and CRM systems.
- Understand and reflect Limmud's values and principles in your interactions and approach to the work.
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Previous experience working in a Jewish communal organisation office, planning and supporting events, and previous participation in Limmud events is very useful but not essential.

