Limmud Festival Administrator

Job Description & Person Specification

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 (26-31 December), our flagship residential event, which has historically attracted more than 2,500 participants. (www.limmud.org)

JOB TITLE: Festival Administrator

PURPOSE OF THE JOB: Limmud Festival takes place during the Christmas 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 staff 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 short-term event administrator to support volunteers and permanent professional staff in the run-up to and during the event. The Festival Administrator's main role is working closely to meet the needs of our presenters, participants and volunteers. Limmud Festival 2025 will take place at the Hilton Birmingham Metropole and other nearby hotels from 26-31 December 2025.

REPORTING AND LINE MANAGEMENT: The Festival Administrator will report to the Director of Operations.

DURATION: 01 July 2025 – 31 January 2026*

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 2025 (including preparation days known as "set up"). All extra hours are to be noted in an employee timesheet, to be paid accordingly. All relevant expenses 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.

SALARY: £13.85 per hour (London Living Wage)

HOLIDAY: 28 days per annum, including Jewish festivals and UK public holidays

KEY RESPONSIBILITIES:

- Working with the staff and volunteer teams to support delivery of Limmud Festival (including regular communication with volunteer teams).
- Administrating process for applications, discounts, invoices, bursaries and cancellations.
- Assisting with email and phone queries from volunteers, partners and participants.
- Leading the travel logistics for our international invited presenters.
- Taking care of participants' needs and supporting them to book their place and their transport for Festival.
- Providing data reports and updates to event team.

- Making sure that all volunteers working with children are DBS checked and that we have received parental consent forms for all children attending.
- Leading on website management for Festival and supporting on setup of event app.
- Acting as the point of contact for delegates from partner organisations attending Limmud Festival, assisting with bookings and invoices.
- Handling post-Festival follow-up tasks, including lost property, room deposit refunds, invoicing and writing up handover notes.
- Supporting other Limmud projects being held by the organisation in addition to Festival.
- Assisting with other requirements as requested by the line manager.

PERSON SPECIFICATION:

The 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, X 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.
- Previous experience with a Jewish communal organisation, planning and supporting events, and previous participation in Limmud events is very useful but not essential.

HOW TO APPLY: Send your CV and covering letter to Alanna Lewis, alanna@limmud.org. Deadline to apply by **midday on Thursday 22 May 2025.***

INTERVIEWS: Subject to applications received, interviews will commence before the deadline and continue week of 27 May.

*Limmud is recruiting for two Festival Administrators. The first Administrator will start on 01 July 2025, and the second position on 01 September 2025. Both contracts will end as of the 31 January 2026.
Please state in your covering letter which start date you are applying for.