



## 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 (22-27 December 2023), our flagship residential event, which has historically attracted more than 2,500 participants. ([www.limmud.org](http://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. In particular, the Festival Administrator's main role is to make sure that all participants' needs are met. Limmud Festival 2023 will take place at the Hilton Birmingham Metropole and other nearby hotels from 22-27 December 2023.

**REPORTING AND LINE MANAGEMENT:** The Festival Administrator will report to the Executive Director.

**DURATION:** 29 August 2023 – 31 January 2024

**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 2023 (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:** £11.95 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). Particular support for the Participant Care, Volunteers, Young & Teen Limmud, Families and Accommodation teams.
- Administering process for applications, discounts and bursaries.
- Assisting with email and phone queries from volunteers, partners and participants.

- 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.
- 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.
- 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, 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.

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 Adam Rossano, [adam@limmud.org](mailto:adam@limmud.org).  
Deadline to apply by **midday on Thursday 13 July**.