

**United Synagogue Job Description**

**Job Title: Events Coordinator**

**Department:** Development

**Location:** 305 Ballards Lane, North Finchley, N12 8GB

**Benefits:** 20 days holiday, plus Statutory Bank Holidays (pro rata for part-time)

& Jewish festivals when they fall on your normal working day

Childcare Vouchers

 Auto enrolment Pension

**Reports to:**  Director of Development

**Hours:** Part time – 7 hours per week (1 day or possibly 2 half days)

**Job Purpose:**

The purpose of this post is to:

* Provide full co-ordination and administrative support to the Director of Development on all events with excellent attention to detail.

**Key Tasks, Responsibilities of the post**

1. To manage some aspects of post event administration.
2. To manage the day to day event planning for events with the support of the Director of Development.
3. Develop working relationships with potential sponsors
4. To work with internal and external committees and stakeholders.   Tasks will include administrative tasks, coordinating service visits where necessary and working with event chairs and committees for all events.
5. To be an integral part of the Development team, attend all events, attend and contribute to all other events as required, work on other initiatives from time to time as seen fit by the Director of Development.
6. To be flexible with event days/hours.

**Generic other duties**

Must be:

1. Committed to the aims of the United Synagogue and act as an ambassador for the organisation.
2. Comply with The United Synagogue’s policy and procedures and code of expectations.
3. Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.
4. Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy.
5. Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development.
6. Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff.
7. Undertake such other duties that occasionally fall within the purpose of the post.
8. Maintaining high levels of discretion and confidentiality at all times.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue’s operational procedures.

**This post requires a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue.  Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.**

**Person Specification**

**Experience**

* + Successfully working under pressure, with multiple demands in a changing environment.
	+ Co-ordination of events.
	+ Customer relations.

**Skills and Knowledge**

* + Organisational planning skills – the ability to work on multiple projects simultaneously and pay attention to detail.
	+ Competent IT skills, including effective use of Word, Excel, Outlook, PowerPoint, Internet, and enthusiasm to learn new skills as required.
	+ Able to interact confidently and build relationships with a wide range of contacts at all levels.
	+ Communication – excellent verbal and written communication skills.
	+ Self-motivated – ability to work on own initiative, to structure own time and use initiative prioritising effectively to deliver on key goals.
	+ Positive attitude and obvious drive.
	+ Professional manner – efficient and effective.
	+ Flexibility with event days/hours