



## United Synagogue Job Description

<b>POST:</b>	Tribe & Living and Learning Events Executive
<b>SALARY:</b>	£22,000 per annum
<b>LOCATION:</b>	Central Offices, North Finchley
<b>REPORTS TO:</b>	Tribe/ Living and Learning Senior Operations Manager
<b>WORKING HOURS:</b>	35 hours per week Monday to Friday. Some of these hours may be in the evening or at weekends, depending on the event.
<b>BENEFITS:</b>	20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension

### 1 MAIN PURPOSE OF JOB

The Events Executive is responsible for assisting the organisation of the Jewish Living departments events, Camps, residential trips, Shabbatonim and heritage trips, and attending when necessary. The role will also include liaising with US communities to help facilitate the smooth running of programmes, ensuring these are delivered to a high standard, on time and on budget.

### 2 SCOPE OF JOB

The role will require you to understand all aspects of United Synagogue to successfully implement initiatives and fully engage with its members. The Events Executive is required to deliver the objectives of The Tribe and Living & Learning departments to a high standard.

### 3 DUTIES & RESPONSIBILITIES

- To assist co-ordinating and managing the logistics for all Tribe operations including attending Tribe summer camps, residential trips and events.
- Working with the Tribe team, to deliver the strategic plan of events and residential programmes.
- To work with US Communities to run and promote community weekend heritage trips and Shabbatonim.
- To coordinate bookings and payments, policies and logistics for all trips and for Community Shabbatonim and other programmes where required.

- Work with Jewish Living Departments (Tribe, Young US, Living and Learning) to develop exciting ideas for United Synagogue events and trips.
- Liaise with the US Marketing Department to brief them in regard to advertising and promotion of events/trips.
- To control costs and ensure that all events and trips run to budget through efficient use of resources.

#### **4 EXPERIENCE & KNOWLEDGE**

##### **Essential**

- Experience of organising a variety of events.
- Ability to be able to work as part of a team.
- Knowledge of Microsoft Office and good IT Skills.
- Professional phone manner.
- Substantial knowledge of Orthodox Jewish customs and practices.
- Willingness to travel to various locations as required.

#### **5 QUALITY AND OPERATIONAL STANDARDS**

- Ensure that work produced is of a high standard and meets the department's key performance indicators
- Builds the credibility of United Synagogue.
- Share with others within US and communicate success stories.
- Personally demonstrate the organisation's values building trust with managers and staff within United Synagogue and proactively contributing to the organisation's success.
- Be proactive in identifying opportunities for own professional development.

#### **6 SKILLS**

- Excellent organisational skills.
- Good attention to detail.
- Ability to work to deadlines and prioritise accordingly in a very dynamic environment.
- Excellent communication skills both written and verbal.
- Excellent interpersonal skills.
- Strong computing skills and substantial experience of using Microsoft Word, Excel and Outlook.
- Full UK Driving Licence

#### **7 OTHER**

- You will be expected in undertaking the above role to comply with any policies and procedures that United Synagogue may issue.
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.
- To assist with running the online programming for the department.

You must also:

- Be committed to the aims of the United Synagogue and act as an ambassador for the organisation.
- 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.
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy.
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development.
- Carry out any other reasonable duties as requested by the Heads of Department, Directors or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post.
- Maintain 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.
- An Enhanced DBS Disclosure will be required.