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**United Synagogue Job Description**

**This project is supported by the US community Development Fund**

**JOB TITLE:** Conference Centre and Community Events Manager

**LOCATION:** Birmingham Central United Synagogue

**HOURS:** Full Time – 9.00 am to 5.00 pm Monday to Thursday; 9.00 am to 3.00 pm in summer months and 9.00 am to 1.00 pm in winter months on Fridays

Occasional Sundays or evenings, dependant on events

**SALARY:** Up to £24,000 plus bonus depending on experience

**REPORTS TO:**  Chair of Birmingham Central United Synagogue

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays

Jewish festivals when they fall on your normal working day

Childcare Vouchers

Auto-enrolment Pension

**JOB PURPOSE:**

In 2013, the site at Birmingham Central Synagogue was redeveloped resulting in a multi-purpose, modern, air-conditioned and disabled-friendly shul and community centre.

This role will be equally split between developing a successful conference centre for outside events and organizing exciting and interesting events & activities for members and potential members of the synagogue.

**KEY TASKS & RESPONSIBILITIES**

**Birmingham Central United Synagogue Events**

* Organise and plan religious and social events in liaison with the Rabbi and lay leaders.
* Assist with the organising and planning of events for Jewish people living in the area who may not be currently affiliated with the synagogue.
* Assist in the acquisition of interesting and appropriate outside speakers and/or performers.
* Work closely with the lay leaders of the synagogue to ensure that there is a continuous supply of interesting and stimulating events for the membership of the Synagogue.
* Take responsibility for all logistical aspects of the event and coordinate event catering.
* Research outside finance for the Shul events and submit appropriate grant applications.
* Ensuring that each event is well marketed and advertised to ensure suitable attendance levels and followed up post-event for evaluation and feedback.
* Recruit and engage with volunteers to assist with the running of events.

**Outside Conference Events**

* Under the branding of “B5 Conference Centre“, to market and manage outside conferences for 15-200 delegates.
* Create a sustainable income stream from these external events by targeting local bodies, especially the government and not-for-profit sector.
* Identifying and using social networking outlets as and when appropriate to bring new avenues of marketing.
* To actively follow up all enquires for booking owning the enquiry until a booking is agreed.
* To procure catering and other services for all bookings.
* Be on-site and act as front-of-house when conferences take place, ensuring the facilities are set out as required by the client.
* Obtain feedback after each event in order to maintain quality of service and address any issues.

**Administrative duties**

* Maintenance of the membership database and billing systems for members and external bodies.
* Assisting with the billing processes in collaboration with the Financial Representative.
* To oversee on line booking system for events, administer attendance lists and be responsible for recording of any payments and expenditure relating to events.

**PERSON SPECIFICATION**

**The person to be appointed to this post should able to demonstrate the following:**

* Proven experience of organisation and managing events.
* A marketing degree or awareness of modern marketing practices.
* A friendly and outgoing personality.
* An ability to work unsupervised and to manage their own workload and deliver results under pressure and to tight deadlines and objectives.
* An ability to carry out their work with a high level of accuracy ensuring attention to detail.
* Good customer relations skills to be able to contact and build relationships with a wide range of contacts.
* High level of IT skills, including the use of the internet, social media, email marketing and databases, and Microsoft products including Word, Excel and PowerPoint.
* Knowledge and understanding of relevant aspects of Judaism including festivals and Kashrut.
* Excellent written and verbal communication skills, with the ability to communicate effectively with colleagues and stakeholders at all levels.
* Proven ability to meet deadlines and to work under time pressure
* Ambition and determination to develop and expand the role.

**GENERIC DUTIES**

* Committed to the aims of the United Synagogue and act as an ambassador for the organisation.
* Comply with The United Synagogue’s policy and procedures and code of expectations.
* 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 Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post.
* 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 and the 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 the changes in legislation or The United Synagogue’s operational procedures.
* **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975.**
* **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately.**