



## United Synagogue Job Description

<b>JOB TITLE:</b>	Events Administrator
<b>LOCATION:</b>	Bushey United Synagogue
<b>WORKING HOURS:</b>	21 hours a week - Tuesday, Wednesday and Thursday but can be flexible on days worked
<b>SALARY:</b>	£15,288 pa
<b>REPORTS TO:</b>	Stuart Bloom
<b>BENEFITS:</b>	20 days holiday, plus 8 Bank Holidays, pro rata Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension
<b>JOB PURPOSE:</b>	To provide proactive, efficient and professional administrative support to ensure the smooth running of educational and social events.

### DUTIES & RESPONSIBILITIES

- Manage all admin tasks required for all external and internal events
- Ensure final documentation is completed and signed off as appropriate for presentation to line manager after each event
- Ensure completion of all planning documentation to support all events within the shul
- Attend all event team meetings and contribute to new ideas for cultural and educational programmes for members
- Ensure all relevant parties are advised of their roles and responsibilities as and when necessary for each event
- Ensure the authorisation process is fit for purpose
- Contribute to office admin when workload permits

## **PERSON SPECIFICATION**

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

- Excellent organisational skills, with the ability to manage and work efficiently within the time constraints of the role and under pressure
- Strong communication skills, verbal and written
- Demonstrate you can build good working relationships
- The ability to relate to people of all ages
  
- Excellent computer skills, particularly with Excel and Word
- Proficiency in graphic design and programmes (e.g. Illustrator, Photoshop, InDesign) and using social media
- Have the ability to manage multiple tasks successfully in a collaborative and fast paced environment.
- Technical capability with flair for picking up new software
  
- A welcoming and helpful approach when dealing with members in person and over the telephone
- Have the ability to work independently and collaboratively with other staff members.
- An eagerness to learn more and ability to ask for help when needed as well as learning from other sources
  
- To understand the need and can exercise discretion in dealing with confidential and sensitive matters
- To be resourceful and thoughtful and have the ability to best manage situations, both expected and unexpected

## **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