



## United Synagogue Job Description

<b>POST:</b>	US/Tribe Events Manager - International Programmes
<b>SALARY:</b>	Competitive remuneration package
<b>LOCATION:</b>	Central Offices, North Finchley
<b>REPORTS TO:</b>	Tribe Head of Operations/Head of Living & Learning and Governance
<b>WORKING HOURS:</b>	40 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 will organise events and heritage trips for Tribe / The United Synagogue and its constituent communities, ensuring these are delivered to a high standard, on time and on budget.

### 2 SCOPE OF JOB

The role will require the job holder to understand all aspects of United Synagogue in order to successfully implement initiatives and fully engage with its members. The Events Executive is required to work closely with The Tribe and Living & Learning departments.

### 3 DUTIES & RESPONSIBILITIES

- To coordinate bookings and payments for international trips and for Community Shabbatonim and other programmes where required.
- To support Tribe operations including arranging logistics for Tribe residential trips.
- To work with US Communities to project manage community weekends away including liaising with suppliers and key community stakeholders.
- Work with Jewish Living Departments (Tribe, Young US, Living and learning) to develop exciting ideas for United Synagogue events and trips.
- To set up and manage processes to ensure a high level of customer service.
- To coordinate all travel and logistical bookings with our partners to ensure successful running of trips.

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- To present to community stakeholders (including Rabbinic couples and Honorary Officers) to promote the strategy.
- Liaise with the US Marketing Department to brief them in regard to advertising and promotion of events/trips.
- To work with Tribe and Living & Learning departments to develop new creative ideas for heritage trips.
- To control costs and ensure that all events and trips run to budget through efficient use of resources.
- Communicating with US members to deal with admission and policies in regard to trips and events.

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

##### **Essential**

- Experience of project management of varied events and managing complicated budgets.
- Experience of being part of team, being able to undertake tasks on all levels.
- Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.
- Substantial administrative experience with excellent IT skills.
- Outstanding phone manner and customer relationship experience.
- 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
- Report on key performance indicators to the Community Liaison Manager as required.

##### **Builds the credibility of United Synagogue to empower staff and managers to fulfil their roles effectively**

- 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 project management 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.

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## 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.

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 Community Liaison Manager 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.