Job Title  
Events & Communications Coordinator

Contract Type  
Temporary (one year), full time

Reporting To  
Fundraising & Events Manager

Salary  
£25,000 - £30,000 depending on experience

Based At  
A mix of home and a London venue

Works Closely With  
Senior Administrator

Start Date  
ASAP from January 2022

Person Specification:

Experience and Knowledge

- Passionate about Liberal Judaism (desirable)
- Previous experience (formal or informal) of fundraising/event management (desirable)
- Social media/marketing experiencing (desirable)
- Project management experience (desirable)

Skills

- Amazing at social media (including TikTok)
- Great communication skills, in person or via the telephone or email (essential)
- Excellent organisational skills and personal time management (essential)
- Able to deal with tight deadlines, excellent at multitasking under pressure (essential)
- Accurate and able to pay close attention to detail as well as strategically plan and finish (essential)
- Able to draft letters, emails, minutes (essential)
- Design skills (desirable)
- Canva skills (desirable)

Personal Qualities

Organised, intelligent and self-starting, with excellent interpersonal skills. Good at talking to people and able to articulate well.
Job Description

Liberal Judaism is entering its 120th Year in 2022. We are looking for a person excited by communications, design and events to support us with all of the activities we have planned for this significant celebratory year.

We are looking for a quick learner, who likes to work as a team and is well organised and self motivated.

The Events & Communications Coordinator will be responsible for providing support to the events team, and acting as point of contact for communities and attendees prior and during events.

1. Planning events
The post holder will be responsible for the planning of Liberal Judaism’s flagship events. Duties include but are not limited to:

- Creating and managing timelines for the 120th Year of Liberal Judaism
- Creating and managing timelines for specific events
- Plan events with attention to detail, financial and time constraints
- Evaluate success of events

2. Managing and coordinating events
The post holder will be central to the smooth running of Liberal Judaism’s flagship events. Duties will include:

- Supporting Fundraising & Events Manager at running of events, including problem-solving, welcoming guests, set-up and break down
- Being the point of contact for communities hosting events to oversee the smooth running of events
- Providing support for communities throughout the fundraiser

3. Communications & Social Media
- Design graphics and fliers for events
- Create content for social media outlets
- Monitoring social media outlets during online events
- Uploading content onto our Wordpress website

4. Providing administrative support to the events team
- Take minutes at committee meetings
- Events-related invoicing

5. General
- Attending staff meetings, learning sessions and other relevant events
- Being flexible and helping out when needed with other major projects
- Assist Fundraising & Events Manager, Senior Administrator and other staff with other ad hoc tasks as required
This is a guide to the nature of the work required of the Events Coordinator. It is not wholly comprehensive, exhaustive or restrictive and may be reviewed with the post holder and the line manager from time to time. The post holder will be required to work some hours outside of usual work hours, by mutual agreement, and will be given time off in lieu of this work. This will include working at events on Shabbat.