

Logistics Coordinator – Part-time Job Description – March 2019

UJIA is the leading UK- Israel charity. We take responsibility for developing a strong British Jewry that builds a lifelong connection to Israel. We connect our UK youth through innovative educational programmes that work alongside our projects in Israel, to support the most vulnerable in society.

Israel Tour is UJIA Israel Experience's flagship programme and is a major communal success. It is an educational programme aimed at 16-year-olds who spend just over three weeks travelling the length and breadth of Israel with one of 12 Youth Movements, who all operate under the UJIA Israel Experience umbrella. UJIA Israel Experience provides the logistical infrastructure and financial, educational and welfare support to allow Israel Tour to operate smoothly and successfully every year

Main Tasks

Israel Tour

- To be the key liaison between UJIA Israel Experience and the Youth Movements/Organisations
- To organise training for Movement Workers and Administrative staff relating to Israel Tour
- To support the logistical process for Israel Tour with other colleagues; including flights, registration and insurance
- To manage Israel Tour Launch with the Youth Movements/Organisations and within the community
- To provide logistical support to the Recruitment, Screening and Training process for Israel Tour Madrichim (Leaders), in conjunction with the Israel Engagement Educator
- To support the preparation, administration and execution of Crisis Management protocol for Israel Tour, including during the programme itself
- To work with the Social Welfare Coordinator to support the Israel Tour Application process
- To forge strong working relationships with Tour Providers in Israel and to work closely with them
- To manage Parent enquiries in relation to Israel Tour, including Israel Tour Applications on Salesforce
- To coordinate Parents Evening presentations in conjunction with Youth Movements/Organisations

Birthright Israel UK

To provide administrative and logistical support to the Birthright Coordinator in the following areas:-

- Madrichim training, interviews and trip orientation evenings.
- Payment and expenses
- Data collection
- Follow up events for Alumni
- Airport Rotas for outgoing Birthright trips during the Winter and Summer seasons



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Person Specification

Essential

- Strong administrative, organisational and logistical skills and an efficient working-style
- Experience in a customer or client-facing role with the ability to forge strong and positive relationships
- Self-starting individual who demonstrates a positive attitude
- Strong written and verbal communication skills
- Comfortable working in a cross-communal environment with organisations with autonomous ideologies
- Strong computer skills with experience using MS Office tools
- An ability to maintain strict confidentiality
- Knowledge of the UK Jewish community, UJIA and UJIA Israel Experience programmes

Desirable

- A proven track record of relationship-building within the UK Jewish community
- An understanding of health, safety, welfare & legal issues
- Full UK driving licence
- Hebrew language skills
- Experience of managing budgets
- Experience using Salesforce

Expectations

- The employee will work within the context of the partner organisations' ethos, policies and procedures
- To have a degree of flexible with work assignments and hours of work
- To ensure that appropriate confidentiality is adhered to.
- Staff development is encouraged, and opportunities are available in consultation with your line manager. The employee will be available and willing to undertake professional training and development as appropriate
- The employee is considered to be representing the organisation at all times
- To assist with the staffing of various fundraising and programming events throughout the year, in agreement with your line manager
- Other general duties as reasonably expected of a UJIA employee, as directed by the line manager or other senior members of UJIA staff.

Place of Work and Organisational Position

Your main place of work will be the UJIA London office located at 1 Torriano Mews, London, NW5 2RZ. You will be part of the UJIA Education Department. You will be line managed by the Head of UJIA Israel Experience.

Hours of Work

Regular office hours are 9.00am – 5.30pm Monday to Thursday and 9.00am- 1.30pm on Fridays. This is a part-time role, with a minimum of 3 days per week. This role will involve some evening and weekend work (at specific times of the year).

Salary commensurate with experience.