

## Israel Experience Coordinator Job Description November 2021

The unique partnership between Israel and the Jewish communities around the world is based on shared values, respect for differing needs and mutual benefit. Israel and the Diaspora strengthen each other and UJIA is the focal point of this relationship in the UK. We bring Israel to Jews in the UK and take British Jews, and British Jewish philanthropy, to Israel. UJIA nurtures lifelong, meaningful connections between the UK Jewish community and the people of Israel, impacting tens of thousands of lives through programmes and educational initiatives.

UJIA Israel Experience sends young British Jews to Israel on educational experiences. Working closely with the Head of Israel Journeys and other colleagues at UJIA and JAFI, the Israel Experience Coordinator will collaborate with a wide range of stakeholders to ensure that programmes are fully prepared, managed and supervised. The Israel Experience Coordinator is responsible for supporting the delivery of Israel Tour as well as supporting UJIA programming such as Honeymoon Israel, Onward Israel and Birthright Israel.

### Organisational Position:

The Israel Experience Coordinator will be supervised by the Head of Israel Journeys and liaise with senior professionals at both UJIA and the Jewish Agency for Israel (JAFI).

### Roles and Responsibilities:

- To oversee the planning, delivery and evaluation of Israel Tour
- To manage the administration of participant online registration systems
- To support with crisis management and communication for UJIA programmes in Israel
- To manage relationships with important stakeholders, particularly youth movements/organisations and tour providers
- To research and advise on the procurement of relevant insurance for Israel Tour and other programmes
- To support youth movements/organisations in communication with parents and families of participants
- To organise training seminars for the Israel Tour Madrichim (leaders)
- To manage an internal system of UJIA staff being "on call" 24/7 whilst Israel Tour is taking place
- To work with JAFI to send accurate charges to the youth movements/organisations for services rendered
- To provide administrative support for other Israel Journeys; working with Tour Organisers to recruit and train Madrichim, plan and deliver programmes as well as work with stakeholders to ensure the successful delivery of these programmes
- To work with relevant colleagues to ensure comprehensive impact evaluation processes are in place and ensuring resulting learning is actioned
- To contribute as an active and engaged member of the team by supporting education and fundraising efforts and any other general duties as reasonably requested

### Expectations:

- To work within the context of UJIA and JAFI's ethos, policies, and procedures
- To be flexible with work assignments
- To understand the responsibilities of working as part of a team
- To adhere to confidentiality procedures
- To serve a cross-communal user base, respecting and providing for a variety of individuals and organisations with diverse ideologies and beliefs
- To undertake professional training and development as appropriate
- To take part in broader UJIA and JAFI organisational commitments such as fundraising events, team days etc
- To be flexible with hours of work – urgent tasks may require working beyond formal office hours
- High level of IT skills including in the use of databases and Microsoft Office programmes

### Desirable Criteria:

- At least three years' experience in project or events coordination or management
- Understanding of the Jewish community and youth movements/organisations in particular
- Team player, self-starter and demonstrated problem solver with strong attention to detail
- Excellent time management skills
- Graduate of a UJIA Israel Experience programme
- Strong technical literacy, writing and budget management skills

### Salary:

The salary for this role will be £26 – £30K per annum.

### Place of Work:

UJIA head office, 1 Torriano Mews, London, NW5 2RZ and from home in accordance with UJIA's Flexible Working Policy and Covid-19 policy. JAFI offices at Central House 1 Ballards Lane, London N3 1LQ should also be expected along with occasional visits to UJIA's regional offices in Manchester, Leeds & Glasgow and partner visits.

### Hours of Work:

Regular office hours are 9am – 5.30pm Monday to Thursday, Fridays 9am – 1.30pm. This role will involve work in evenings and on Sundays outside normal office hours, especially during the summer period.