



Programmes Coordinator BBYO United Kingdom and Ireland

About BBYO:

BBYO is the world's leading pluralist, Jewish teen movement. We offer year-round activities and world-wide travel experiences which enable teens to explore peer-leadership, activism, Israel education and Jewish values. BBYO United Kingdom and Ireland is an independent registered UK charity that works closely with BBYO internationally.

BBYO UKI offers a full range of existing programmes including weekly meetings of BBYO chapters, a full calendar of national events and communitywide programming, leadership training courses, residential camps and international tours, all servicing a considerable engaged community of teens. This community is poised for considerable growth.

About the Role:

BBYO UKI are looking to recruit a Programmes Coordinator on a short-term contract until August to help plan and deliver our summer programmes (an extension beyond August is possible but is dependent on performance and funding). As Programmes Coordinator you will work closely with our Head of Programmes, teens, volunteer network and external partners to bring to life some of our most exciting opportunities of the year. Your role will involve communicating with teens and parents, planning, logistics, programming and more!

- **Part-time or full-time applicants will be considered. A Minimum of 15 hours per week is required.**
- **A willingness to work from our office in Stanmore, London is desirable.**
- **Salary £18,000-£24,000 dependent on experience.**
- **The successful candidate(s) will ideally be available to start in May 2022.**

Responsibilities

- Progress with vital preparation for our summer programmes including Summer Camp and Israel Tour.
- Support the Head of Programmes and our National Executive team of teens with other BBYO events and projects.
- Support the Executive Director with other projects where required.
- Support the Executive Director and Head of Programmes during programme delivery including communicating with parents, leader training, mentoring teens, incident management etc.

How to apply

Please send your CV and *details of your availability to office@bbyo.org.uk

*how many hours per week you're willing to commit to and holiday plans between May-August.