

BBYO UK

Operations and Volunteers Coordinator

Job Description

Location:	Elstree, UK
Reports to:	Executive Director
Contract:	Full-Time, Permanent
Salary:	£26,000 – £28,000 per annum
Start Date:	September 01, 2026

About BBYO UK

BBYO is the world's largest Jewish youth movement, empowering young people through leadership, community, and connection. Headquartered in the US, BBYO provides central resources and runs international teen events. In the UK, BBYO operates nationally across multiple chapters, delivering high-quality residential camps, events, and programmes for Jewish teens aged 13–18. Our staff, bogrim (alumni volunteers), and teen leaders work together to create meaningful, life-changing experiences rooted in Jewish identity, values, and friendship.

Role Overview

This is an exciting opportunity for a dynamic, organised, and people-focused professional to join the BBYO UK team full-time. The Operations & Volunteers Coordinator is a central role responsible for the smooth delivery of BBYO UK's national events and programmes, while driving outreach and growth across the UK's Jewish teen community. You will work closely with HQ staff, bogrim volunteers, and national and chapter executives to coordinate logistics, manage communications, and build the next generation of BBYO members and alumni.

Key Responsibilities

1. Event Logistics & Programme Coordination

- Coordinate the end-to-end logistics of BBYO UK national events, working in close partnership with HQ staff, bogrim volunteers, and national and chapter executives
- Attend and oversee the delivery of all major national events, including:
 - Residentials: Shorashim summer camp and Machaneh Choref - winter camp
 - Leadership training events
 - Coordination and staffing for BBYO International programmes
 - One-off BBYO London events, chapter-level events in London and outside that need support.
 - Manage equipment sourcing and resource planning for all events
 - Track programme and volunteer budgets, ensuring cost-effectiveness and financial transparency.

2. Social Media, AI, & Marketing Strategy

- In coordination with the marketing trustee and Executive Director, develop and implement a social media and marketing strategy to drive outreach and recruitment of Jewish teens aged 13–18 across the UK
- Use a mix of original content, BBYO International resources, and AI-assisted drafting (where appropriate) to create compelling, age-appropriate content for BBYO UK's digital platforms (Instagram, LinkedIn, TikTok, etc.)
- Work with chapters and the National Executive to strengthen their local social media presence and ensure consistent messaging
- Support national recruitment campaigns, including specific drives for Shorashim and wider membership growth

3. Bogrim & Volunteer Outreach

- Oversee and manage a newly created Bogrim Council (alumni volunteers) engaged in community outreach across the UK
- Support bogrim to build and maintain relationships across Jewish communities, promoting BBYO UK's national events and prospective local chapter opportunities
- Visit schools and community settings, and support bogrim and teens to prepare and deliver outreach presentations

4. BBYO International Engagement

- Represent BBYO UK at international BBYO events when required, including the annual International Convention (IC) in the US and other global training seminars
- Liaise with BBYO International to share best practices, strengthen programme quality, and support BBYO UK's global connections
- Support teens and bogrim participating in international BBYO programmes

Skills & Experience

Essential

- Experience in operations, event management, youth programming, or volunteer coordination
- Strong organisational and project management skills with excellent attention to detail
- Proven ability to create and execute a social media or marketing strategy, ideally targeting young people
- Excellent interpersonal, written, and verbal communication skills
- Ability to utilise AI tools (e.g. ChatGPT, Claude) to maximise efficiency.
- Ability to build trusted relationships with teens, volunteers, parents, and partner organisations
- Awareness of and commitment to safeguarding principles and the welfare of young people
- Ability to work within budgets and understand financial reporting
- Collaborative, adaptable, and proactive approach to problem-solving

Desirable

- Experience of working within the Jewish community or a youth movement context
- Familiarity with BBYO UK or international BBYO programmes
- Proficiency with CRM systems and project management tools
- Experience managing or coordinating volunteers

Essential Requirements

- Full UK driving licence
- Satisfactory enhanced DBS (Disclosure and Barring Service) check
- Flexibility to work outside standard hours, including evenings and Sundays, in line with teen and event schedules
- Willingness and availability to attend key events throughout the year, including:
 - *4–5 residential weekends per year*
 - *The 10-day BBYO International Convention in the US (typically February)*
 - *A short visit to the annual summer Trek programme abroad (Israel or Europe)*
 - *Additional international BBYO events and training seminars as required*

How to Apply

To apply, please send your CV and a covering letter (no more than one page) outlining why you are interested in this role and how your experience meets the requirements to:

Recruitment@bbyo.org.uk

BBYO UK is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer and welcome applications from all sections of the community.