

## **Communities Department role- Maternity Cover**

The Office of the Chief Rabbi (OCR) is looking for someone to manage the work of the Centre for Community Excellence (CCE) and the wider office's work relating to communities.

This will be a wide-ranging role, including the following:

- Acting as a main point of contact for communities contacting the OCR
- Overseeing the application and grant-giving process for the CCE
- Managing and providing hands-on support to projects that are run out of the CCE
- Writing and producing CCE emails, communications and reports
- Overseeing and planning regional visits, including communities and students
- Managing the Communities and Projects Officer who supports all of the CCE's work
- General support for the OCR on all community related matters

### *Person specification:*

The role is a demanding one and requires a self-starter with a proactive approach and a positive attitude. The position requires the following experience and ability:

- Excellent organisational skills with ability to manage several projects at once
- A proven ability to see a project through from conception to delivery
- Experience of managing multiple stakeholders and resolving issues to achieve agreed goals
- Strong written and verbal communication skills
- Show initiative, be proactive and flexible
- Excellent interpersonal skills with the ability to work as part of a team
- An understanding of the Jewish community
- Identifies with the ethos and vision of the Office of the Chief Rabbi

The successful candidate may be expected to work and to attend meetings and events away from the OCR and outside of office hours, including at weekends. You will have a minimum of three years' experience in project management. Salary will depend on experience. This position is for 3 days a week, based in North Finchley.

To apply, please submit your CV together with a covering letter to [careers@chiefrabbi.org](mailto:careers@chiefrabbi.org) with 'Communities Department' in the subject field. All applications must be received before 09:00 on Monday 11<sup>th</sup> December.