

Communications Officer

The Office of the Chief Rabbi (OCR) is looking to recruit a talented and creative Communications Officer to join this fast paced, high profile public office. This permanent role will provide integral support in the areas of communications and external affairs. The role is suited to an outstanding writer and communicator who is committed to helping the Chief Rabbi achieve his vision of a Judaism of responsibility.

The role includes:

- Providing support on the wide range of projects and initiatives being run by the communications and external affairs team
- Copy writing for a variety of communications
- Assistance with the OCR's social media output
- Managing/uploading content to the OCR website
- Engaging with a range of key stakeholders to the OCR
- Accompanying the Chief Rabbi to events and assisting with photos and videos
- Research work and preparation of briefing materials

Person specification:

- A minimum of 2-3 years experience in communications or external affairs roles
- Hold Bachelor's Degree or equivalent
- Experience of researching and writing a variety of types of communications
- Excellent organisational skills with ability to manage several projects at once
- Strong verbal communication skills
- The ability to be proactive and flexible
- Strong familiarity with digital communications across a range of platforms
- 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 OCR

The successful candidate may be expected to work and attend meetings and events outside of office hours. The role itself requires flexibility to adapt to the changing needs of the OCR.

Salary: £22-25k, depending on experience.

The role is based primarily at the OCR in North Finchley.

To apply, please submit your CV with a covering letter explaining why you are suited to the role to careers@chiefrabbi.org with 'Communications Officer' in the subject field. All applications must be received by midday on Monday 14th August 2017.