

## Internship at the Office of the Chief Rabbi

The Office of the Chief Rabbi (OCR) is looking to recruit a committed and proactive intern to join this fast paced, high profile public office. The OCR Internship is offered to an outstanding graduate who has demonstrated a commitment to community service and Jewish life. This six-month graduate placement will provide an excellent introduction to the Jewish community across the UK and to the work of the OCR, in particular in the area of special projects.

The role includes:

- Providing strong logistical and administrative support for a number of key projects being run by the OCR team, including Shabbat UK.
- Liaising with communities and key contacts to deliver projects
- Carrying out research relating to projects
- Uploading content to the OCR website
- Assistance with the OCR's social media output
- Developing and improving the OCR database
- General assistance in the office

### Person specification:

- Hold Bachelor's Degree or equivalent
- Experience of organising events or campaigns with several stakeholders involved
- Strong written and verbal communication skills
- Ability to show initiative and flexibility
- Excellent interpersonal skills with the ability to work as part of a team
- Experience of researching and writing
- 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 attend meetings and events outside of office hours. The role itself requires flexibility to adapt to the changing needs of the OCR.

Salary: London living wage of £17,745 per annum, pro-rated to £8,873 for six months.

This is a full-time graduate placement on a 6 month contract from September 2017 until February 2018 (with the possibility of extension for a further 6 months by mutual agreement).

The role is based 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](mailto:careers@chiefrabbi.org) with 'Intern' in the subject field. All applications must be received by midday on Monday 14<sup>th</sup> August 2017.