

Office of The CHIEF RABBI

Operations Manager – Maternity Cover

The Office of the Chief Rabbi (OCR) is looking to recruit an efficient and effective Operations Manager to cover maternity leave. You will need to ensure the smooth running of the office and will have responsibility for the finances of the OCR, as well as managing several events and projects within the OCR. You must be an extremely organised multi-tasker and problem solver, able to work under pressure in a fast paced environment. You will have great interpersonal and organisational skills, be able to prioritise and be a real team player.

You will report to and work closely with the CEO.

The role includes:

- Responsibility for the day to day running of the office
- Primary responsibility for a number of events and projects, including the Ma'ayan Programme, the Neshama Festival and the Chief Rabbi's Conference.
- Managing the office finances and ensuring the OCR keeps to budget
- Responsibility for managing and collecting the provincial communities' levy
- Responsibility for finances relating to ShabbatUK
- Administrative and organisational support for office-wide projects, including Shabbat UK
- Responsibility for office equipment and provisions
- Managing and procuring ICT systems
- Responsibility for the administration of a number of related trusts.

Person specification:

The role of Operations Manager is a demanding one in a pressured and fast paced public office. You must be unflappable with a 'can do' attitude and a self-starter with a proactive approach. The position requires the following experience and ability:

- Experience of problem solving and resolving situations and issues
- Proven ability to prioritise and work under pressure
- A proven ability to manage projects, seeing them through from conception to delivery
- Experience of financial management and budgeting
- Experience of ICT procurement and management
- Proficiency with Microsoft Office Software including Word, Outlook, Excel and PowerPoint

This is a fixed term contract, to cover maternity leave. It is a full time role, but part-time (4 days a week) candidates may be considered.

You will have a minimum of three years' relevant experience. Salary will depend on experience. To apply, please submit your CV together with a covering letter to careers@chiefrabbi.org with 'Operations Manager' in the subject field.

All applications must be received by midday on 27th November 2017.