

## **ShabbatUK Project Manager – Job Description**

ShabbatUK is looking to recruit a senior project manager with outstanding organisational and operational skills, to lead a team to deliver ShabbatUK. The role is broad in nature, carrying significant responsibility, for an enthusiastic and committed self-starter.

The successful candidate must be able to work under pressure to very tight deadlines, juggle and prioritise and be able to work with and manage a number of different stakeholders.

The role will include the following:

### *General*

1. Work closely with key individuals to ensure all aspects of the project are delivered
2. Work with key individuals to produce budgets and timelines and to proactively and closely manage these
3. Maintain contact with all communities and organisations who partook in SUK 2017
4. Oversee individuals/sub-committees responsible for: material production and distribution, involvement of synagogues, schools and chedarim, madrich recruitment and deployment, and challah makes and other centrally run events
5. Work with relevant organisations to engage young professionals, Israelis, students and other groups
6. Ensure proper and effective follow-up is built into the project at every level possible

### *Communications and Media*

7. Coordinate the implementation of a communications and PR plan, including the use of social media and maintenance of the website
8. Ability to use platforms to facilitate a major nationwide campaign

### *Local Communities*

9. Work closely with local facilitators to ensure that central resources are ready and delivered in a timely fashion
10. Work with the Centre for Community Excellence, the United Synagogue and other parties to help communities engage with SUK

### *Person Specification*

The role is a demanding one. You must be unflappable with a 'can do' attitude. The position requires the following:

- Experience of managing multiple stakeholders and resolving issues to achieve agreed goals
- Experience of problem solving
- Proven ability to prioritise and work under pressure
- Proven ability to manage and deliver projects from inception to completion

You will have a minimum of three years' experience in project management. Salary will depend on experience. This is a permanent position for 3 days a week, increasing closer to the time of ShabbatUK.



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