



Internship at the Office of the Chief Rabbi

The Office of the Chief Rabbi (OCR) is looking to recruit an outstanding, creative and proactive intern to join this fast paced, high profile public office. 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, communications and external affairs.

The role includes:

- Media reviews and research work on current issues
- Providing support on the wide range of projects being run by the OCR team
- Assistance with the OCR's social media output
- Writing and producing mass emails and communications
- Accompanying the Chief Rabbi to events and assisting with photos and videos
- Calendar mapping of events and dates relevant to the OCR
- Managing/uploading content to the OCR website
- Developing and improving the OCR database
- General assistance in the office

Person specification:

- Hold Bachelor's Degree or equivalent
- Excellent organisational skills with ability to manage several projects at once
- 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
- 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.

This is a paid, full-time graduate placement on a 6 month contract from April 2018 until September 2018 (with the possibility of extension 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 with 'Intern' in the subject field. All applications must be received by midday on Monday 5th March 2018.