

Office of The CHIEF RABBI

Diary Secretary to the Chief Rabbi

The Office of the Chief Rabbi (OCR) is looking to recruit an exceptionally capable individual for the position of Diary Secretary to the Chief Rabbi. The Chief Rabbi's diary sits at the centre of the workings of the OCR and so this role is absolutely pivotal for the Office.

The successful candidate will represent the OCR through the regular contact with organisations, communities, charities and other public and private offices that the role requires. The role carries significant responsibility and requires an ability to work under pressure, manage a heavy work load and to deal with multiple demands on your time. You must be unflappable, discreet, enthusiastic and committed as well as being a real team player within the wider OCR team.

Role Specification

The Diary Secretary role includes the following:

- Ensuring the smooth running of the Chief Rabbi's diary
- Working closely with the Chief Rabbi and his team to determine diary engagements
- Working with the Operations Manager to proactively manage and strategically plan the diary
- Managing the decision making process for determining engagements and activities
- Carefully monitor and manage the Chief Rabbi's schedule (working closely with the Chief Rabbi's Executive Assistant) to ensure it is realistic and deliverable
- Acting as the central point of contact for any diary requests and queries
- Corresponding by telephone and email to agree and decline engagements
- Liaising in advance with all organisations/communities to collect and assemble appropriate information for event/meeting briefings and obtaining relevant information from OCR team members
- Preparing full briefings with all necessary information for each diary engagement
- Working with organisations/communities to agree schedule/format/timings so that all details are taken care of
- Regular liaison with the Chief Rabbi's Protection Team on all matters connected to security, timings, location & travel
- Ensuring the Chief Rabbi is staffed appropriately for engagements
- Vigilance and monitoring of internal and external factors that could impact upon the diary
- Establishing and maintaining relationships with organisations, individuals, communities and other public offices

Person specification:

- Experience working as a PA/EA at a senior level, with diary planning and management being a core component, or equivalent experience to demonstrate the necessary skills required for the role
- Proven track record of outstanding organisational skills
- Unflappable and ability to work under pressure
- Strong written and verbal communication skills
- Comfortable and used to engaging at a senior level
- Excellent interpersonal skills with the ability to work as part of a team
- Show initiative, be proactive and flexible
- Excellent IT skills
- High level of professionalism
- Ability to maintain a high level of discretion and complete confidentiality at all times
- A good working knowledge of the Jewish community
- Identify with the ethos and vision of the Office of the Chief Rabbi

This is a full-time permanent role, reporting to the Operations Manager. The role is based primarily at the Office of the Chief Rabbi in North Finchley. Flexible working hours may be considered for the right candidate.

Given the demands of the Office and the nature of the role, the successful candidate will need to be contactable outside of office hours, including at weekends.

Salary depends on experience.

To apply, please submit your CV with a covering letter explaining why you are suited to the role to careers@chiefrabbi.org with 'Diary Secretary' in the subject field. All applications must be received by midday on Monday 30th April 2018.