

Communities Manager – Job Description

The Office of the Chief Rabbi (OCR) is looking to recruit an exceptionally capable and dynamic individual to its team to focus on community building, liaison and programming. This role is for an enthusiastic, committed, self-starter who is willing to throw themselves into a challenging and fast paced environment. The position is Jewish-community focused, working closely with a number of key stakeholders and partners. The successful candidate must be excellent at building networks and relationships. They will be innovative and creative with an eye for detail, be able to work under pressure to very tight deadlines, juggle and prioritise and be a real team player within the wider OCR. The successful candidate will report to the Director of Community Affairs.

The role includes:

Community Strategy and Relationships

- Build upon existing relationships with local communities (i.e. Rabbis, lay leaders and professional staff) and maintain records on interactions with, and information about, communities.
- Build relationships with key partners and stakeholders (i.e. the United Synagogue Communities Department, the Rabbinical Council for the Provinces).
- Act as the central point of contact at the OCR for synagogues and communities in terms of programming and practices, and coordinate office-wide communication to communities.

Community Programming and Project Management

- Act as a central hub and resource for communities to share ideas and best practice on programming and planning.
- Suggest and source speakers and presenters for communities
- Help facilitate the introduction of communities to each other and to third party resources that can provide, or assist in the provision of, ideas and programming.
- Plan and deliver opportunities for lay leader training, e.g. Regional Leaders Conference.



- Deliver community-related projects, e.g. UK Matchmaking

Centre for Community Excellence Grants Process

- Manage the Chief Rabbi's Centre for Community Excellence grants process, including:
 - the fielding of queries
 - management of applications
 - administration and management of the Funds Allocation Board
 - responsibility for the budgeting and accounting of funds allocated

Person specification:

- Experience in project management and administration
- A good understanding of the Jewish community and the Chief Rabbi's vision of a 'Judaism of responsibility'
- The ability to be proactive and flexible
- Excellent organisational skills with the ability to manage several projects at once
- Identifies with the ethos and vision of the OCR
- Strong written and verbal communications skills
- Excellent interpersonal skills, with the ability to work as part of a team

Salary between £44,000-£50,000, commensurate with experience.

The successful candidate will be expected to work and attend events outside of office hours. The role itself requires flexibility to adapt to the changing needs of the OCR.

The role is a permanent, position based primarily at the OCR in North Finchley. Part-time hours and flexible working hours would be considered for the right candidate.

To apply, please submit your CV with a covering letter explaining why you are suited to the role to careers@chiefrabbi.org with 'Communities Manager' in the subject field.

All applications must be received by 9am on Monday 3rd November.

