

Social Media and Digital Content Manager – Job Description

The Office of the Chief Rabbi (OCR) is looking to recruit a talented and creative Social Media and Digital Content Manager to join this fast paced, high profile public office. Reporting to the Director of Communications, the successful candidate will be responsible for the production and day to day management of the digital and social media content promoting the Chief Rabbi's vision for the Jewish community. The role is suited to someone with an excellent understanding of the ever-changing social media landscape, and a talent for video content creation.

The role includes:

- Effective management of the Chief Rabbi's social media and digital channels in order to maximise reach and impact
- Planning and managing the delivery of social media and digital campaigns
- Working closely with the team to plan and implement social media strategy
- Providing regular videography support to the Chief Rabbi and his office
- Editing and producing engaging digital content
- Maintenance of the Chief Rabbi's website
- Assisting with projects in the office

Person specification:

- Solid experience in creative/social media roles
- A good understanding of the Jewish community and the Chief Rabbi's vision of a 'Judaism of responsibility'
- A talented and creative videographer/content creator
- A real understanding of online communities, how to engage and grow them
- 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



- A good working knowledge of InDesign, CapCut and similar tools would be desirable

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.

Salary between £46,000-£52,000, commensurate with experience.

The role is a permanent, full-time position based primarily at the OCR in North Finchley but 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@chief Rabbi.org with 'Social Media and Digital Content Manager' in the subject field. All applications must be received by 9am on Monday 3rd November.

