

JOB DESCRIPTION

Community Engagement Officer

March 2023

Title:	Community Engagement Officer
Contract:	Permanent / Full time
Responsible to:	Director of Communities and Education
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.00 Thursday; 9.00 – 13.30 Friday
Salary:	£33,000
Location:	Mixture of office and home working. Office location is in Central London
Holiday Entitlement:	20 days, plus Public Holidays and Jewish Festivals
Applicants must have the right to live and work in the UK	

General Description:

This post will be responsible for: Managing relations and partnerships with synagogues & Jewish community organisations (mainly in London) and supporting events and campaigns; Deputy engagement (with the Regional Manager); managing the BoD At Work Network of Jewish affinity groups in the workplace; supporting interfaith relations and developing the Board's work on gender equality and inclusion.

Key Tasks and Responsibilities:

1. Jewish Community Partnerships

- Engage, and work in partnership, with member (and potential member) synagogues and Jewish community organisations to promote partnership initiatives and events in the Board's priority areas. For example, Limmud, AJEX Parade, Yom HaShaah, JAMI and JWA Shabbat.
- Raise awareness of the importance of the Board of Deputies and its work within Jewish Community particularly amongst synagogues and Jewish community groups

2. Deputy Engagement

- Support Deputy special interest groups such as the LGBTQ group, Women's Group, Jews of Colour group and Youth Council.
- Develop the new Deputies' induction programme and ongoing Deputy engagement and training.
- Support the recruitment of new Deputies from parts of the Jewish community that are currently under-represented

3. BoD At Work

- Recruit to and develop the BoD At Work Network, regularly communicating with the members on relevant matters, providing organisational support for events and coordinating best practice fora.
- Develop and promote workplace best practice guides; eg. for Jewish employees on how to set up and run a Jewish networks.
- Working with staff colleagues, develop the Board's external Jewish Equalities, Diversity & Inclusivity training programme.

4. Interfaith Relations

- Work with the Interfaith Consultant, and with colleagues in the Public Affairs Team on policy issues, challenging hostility to the Jewish community and Jewish causes and promoting dialogue and understanding.
- Develop and maintain sound channels of communication with other religious/belief groups and interfaith organisations. Facilitate sessions on Judaism for faith groups (with the Education Officer) and organise educational sessions from other faith groups to members of the Jewish community.
- Ensure representation of the Board of Deputies at relevant interfaith and social action events, consultations and fora.
- Support the Interfaith Working Group and encourage Deputies and members of the Jewish community to initiate and maintain interfaith relations at all levels.

5. Other

- Work with the World Jewish Congress and their Commissioner on Gender Equality and Inclusion as the secretariat for the Commission

- Monitor the media in relation to Jewish community news, assisting with PR, media relations and campaigns, including using social media and networking sites and deal with correspondence and community enquiries.
- Project manage events that fall within the purview of the post holder's responsibilities.
- Assist in the preparation of the Board's monthly Plenary meetings including logistical, administrative and technical support and to attend each meeting.
- Attend Community and Education Division meetings and other Working Group Meetings as required
- Encourage and promote visits by the President and Honorary Officers to Jewish communities across the country.
- Carry out such other tasks as may be requested by your line manager or CEO

Person Specification:

Essential:

- Deep understanding of the UK Jewish community, including an understanding and respect for all its different religious traditions
- Good working knowledge of the UK Jewish community's institutions and priorities
- Awareness of current Interfaith issues
- Commitment to gender equality and inclusion
- Strong IT skills, including the ability to use social media
- Event management experience
- A natural networker, able to connect with people from different backgrounds and the ability to work with all religious traditions within Judaism
- Excellent research, written and verbal communication skills
- Well organised with good time management, accuracy and an ability to work independently
- A good team player, able to support other colleagues where necessary
- Willingness to travel frequently around the UK
- Knowledge of CRM systems, especially Salesforce

Desirable:

- Involvement and experience of Interfaith working
- Direct experience of working with the different Jewish denominations
- Experience of networking and stakeholder engagement
- Experience of marketing to different sectors

Additional Information:

This role will require some work on evenings and weekends, and some travel around the UK. This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Board of Deputies operational procedures.

Information for Applicants:

Closing Date: noon Tuesday 11th April 2023

Interviews: Interviews will be held w/c 17th April 2023

How to Apply: Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining, with examples, how you meet the requirements set out in the person specification, and where you heard about the job. Please send this to [**recruit@bod.org.uk**](mailto:recruit@bod.org.uk) with the subject heading **"Community Engagement Officer."**