



Job Description: NNLS Synagogue - Office and Operations Co-Ordinator

Are you looking for a role that's key to the smooth functioning of an organisation, covering a wide range of administrative and operational responsibilities, that require you to multi-task, with initiative and attention to detail?

In return you'll join our friendly and collaborative professional team, who are passionate about their role and the importance of community, and the opportunity to learn and grow within a dynamic membership organisation.

Reports to: Office Manager

Liaises with: NNLS office team, NNLS rabbinic team, and various key lay leaders

Hours: 30 hours per week worked flexibly across 5 days (but will also consider full time hours)

Holidays: 4 weeks per annum (rising to 5 weeks after 5 years' service) plus public and Bank Holidays, and Jewish holidays when they fall on weekdays.

Salary: £24,000 - £28,000 per annum pro rata (commensurate with experience)

About New North London Synagogue:

New North London Synagogue (NNLS) is a thriving Masorti community in North London with a membership in excess of 3,500. It is the largest Masorti synagogue in the UK, and one of the leading congregations of any denomination in the country. Based at its purpose-built premises in Finchley, NNLS sits at the cutting edge of contemporary Jewish life, constantly striving to develop and enhance Judaism for its members and sharing its values and ideas with wider society. We aim to build community and embed sustainability and inclusivity in everything we do.

The role: To deliver various aspects of NNLS office's administration and operations, enabling the smooth delivery of the synagogue's religious, educational, cultural and social action activities, pastoral provision, life-cycle events and other aspects of membership engagement and co-ordination of building maintenance arrangements.

Job Specification:

Key Responsibilities include:

- **Membership Engagement:** Responding to member enquiries received by phone, email or in person; managing various member volunteer rotas; administering membership mailings and assisting with effective management of membership data held on NNLS's database.
- **Room Booking and Diary Management:** Diary entry and managing room bookings for all services, events, activities and meetings within NNLS's internal and the site-wide diaries.
- **Shabbat and Festival Services:** Dealing with various logistics required for delivery of weekly Shabbat and of festival services, including Kiddush arrangements, prayer leader and sermon rotas, yahrzeit lists, publications and resources, security guest lists and other miscellaneous tasks; assisting team, members with various additional High Holyday-specific tasks.

- **Events and Community Engagement:** providing administrative and operations support, as required, to programming and community development staff and volunteers to assist with delivery of events and initiatives.
- **Life Cycle Events:** liaising with members regarding booking of and various logistics relating to baby blessings, aufrufs, and coordinating weekly Kiddush sponsorship.
- **Synagogue Office and Kitchen Organisation:** placing orders for stationery, cleaning and building supplies, catering stocks, and other miscellaneous items and keeping office and kitchen spaces in good order.
- **Synagogue Operations:** Liaise with all NNLS instructed contractors to arrange regular and ad hoc premises maintenance visits; liaise with NNLS's IT support contractors for routine assistance required; in collaboration with the COO and Head of Finance, collate paperwork in advance of, and attend quarterly Premises Team meetings.
- **DBS, Data Protection and Training Administration:** Maintain DBS applications, training records and data protection paperwork on behalf of NNLS staff and volunteers.
- **Jewish School Admissions:** dealing with all Certificate of Religious Practice/Supplementary Information Form requests.
- **Synagogue Magazine:** assisting with admin relating to production of the twice-yearly magazine, including obtaining external advertising.

Person Specification:

Essential

- Experience of working as an administrator within a busy office environment
- Good knowledge of the various Jewish life cycle stages
- Strong IT skills (including Word, Outlook and Excel) and some experience of working with CRM databases
- Excellent organisational and communication skills, with an ability to build up wide range of contacts
- Outstanding inter-personal skills, including a positive 'can-do' attitude, warm telephone manner, and a patient and calm approach
- Ability to work under pressure; a competent multi-tasker with acute attention to detail
- Prepared to undertake a wide range of tasks, a willingness to be flexible in approach to work, and an ability to work as an integral part of the team
- Work in full alignment with the principles and values of NNLS and Masorti Judaism.

Desirable

- A wider knowledge and understanding of the workings of a synagogue and of the UK Jewish community

Interested candidates are welcome to contact Joanne Beaumont for an informal chat about the role.

Applications to be submitted by full CV and cover letter to Joanne Beaumont at office@nnls-masorti.org.uk.

Applications will be processed on a rolling basis, and interviews will take place shortly after.