

## Arab-Jewish Relations Israel Educator

### Job Description – October 2018 (Part-time - three days a week)

#### Minimum six-month fixed-term contract

For nearly 100 years UJIA has been building meaningful connections between the UK Jewish community and the people of Israel. Fundraising generates £11m annually and enables our work to flourish and our mission to be realised. Generation after generation of UK Jewry have benefited from UJIA programmes that nurture lifelong connections to Israel, whilst in Israel itself, our educational and welfare initiatives impact tens of thousands of lives each year; transforming communities, increasing social mobility and building cohesion.

#### **The Role:**

This role is funded by a grant from the Pears Foundation, and is based at and managed by UJIA. It is a fixed-term six-month contract. If the Pears Foundation are willing to further extend the grant that funds the position, we would intend to extend the contract accordingly. The Arab-Jewish Relations Israel Educator will be a part of the Education Department and managed by the Senior Israel Engagement Manager.

#### **Purpose:**

To enhance knowledge of Israel among young British Jews with a focus on the issues facing Arab citizens of Israel, Arab-Jewish relations in Israel and the experiences of being a minority cultural, religious and national group. This will take place within the wider context of our vision (*a strong British Jewry with a lifelong commitment to Israel*) and our mission (*to develop informed, confident Jews who are inspired by Israel*). The overall aims of the role are:

- To develop and deliver a strategy to increase knowledge and understanding of issues affecting Israel's Arab citizens and Arab-Jewish relations amongst young British Jews
- To provide excellent educational resources, training and sessions to educate the Jewish community (primarily young people) about Israel's Arab citizens and Arab-Jewish relations
- To work with UJIA programmes and with the programmes that UJIA partners run to ensure that education about the Arab citizens and Arab-Jewish relations is embedded and engaging
- To act as a resource for the members of what was the Task Force on Issues Affecting Arab Citizens of Israel if they wish to engage with these issues, in particular by from time to time re-convening "roundtables" on specific issues of collective interest
- To work with UJIA's Head of Impact Evaluation to monitor and evaluate this area of work

#### **Responsibilities:**

##### **Youth, Student and Community Education and Engagement**

- Implementation of UJIA's youth and student engagement strategy (and wider Jewish community as required), including building and maintaining strong working relationships with stakeholders and educational leadership and identifying new opportunities and developing and implementing new educational programmes
- Research, creation and presentation of tailored educational resources, materials and information about Arab citizens of Israel for use by Partners and Programmes in multiple settings e.g. school classroom, assemblies, camps, seminars, etc. This will include a brochure of speakers and activities in Israel
- Coordination of training and educational opportunities for Young People, Youth Movement Workers, Youth & Student Workers and Teachers and other Educators in the UK and Israel
- Manage all relevant administration and logistics relating to the activities delivered



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### **Other Projects**

- Speaker Tours – as agreed from time to time with the Pears Foundation
- Work with the Fundraising Department on promoting UJIA projects that relate to Arab citizens of Israel and training with the Fundraising team
- Full engagement with the wider UJIA Israel Engagement work plan
- Monitoring, evaluation and regular report-writing – both UJIA and the Pears Foundation will require regular reporting on what has been achieved and what challenges there have been
- To be a member of one of the organisation-wide Cohort Teams, whose task is to strategically develop our provision for a certain age group of British Jews
- Other general duties as reasonably expected of a UJIA employee, as directed by the line manager or other senior members of UJIA staff

## **Person Specification**

### **Essential**

- A clear understanding of the Jewish community, Jewish schools and the Youth Movements
- Experience of working in Jewish Informal Education
- Strong knowledge of issues relating to Arab citizens of Israel
- Able and highly effective Educator and communicator, including use of social media
- Well-organised with outstanding operation and project management skills
- Experience of event planning, administration and logistics
- Knowledge of Microsoft Office suite
- Self-reliant and able to work autonomously to develop this area of work
- Strong inter-personal skills and ability to respectfully engage with a diverse user base
- Excellent face-to-face, telephone, and written communication skills
- Hard working, diligent and accurate
- Able to work under pressure and to tight deadlines
- Team player with proactive and positive approach

### **Desirable**

- Experience working in the UK educational sector
- Experience working in the voluntary or charity sector
- General knowledge of Israel
- Experience of using WordPress, Mailchimp, HTML, and/or updating websites
- Working knowledge of Hebrew and Arabic

### **Expectations**

- The employee will work within the context of UJIA's ethos, policies and procedures
- Empathy with, and proven commitment to, the aims and activities of UJIA
- To be flexible with work assignments and hours of work – tasks may require working beyond formal office hours and there will be the occasional requirement to attend weekend or evening meetings, including residential
- To ensure that appropriate confidentiality is adhered to
- To understand the responsibilities of working as part of a team
- Respect the values of our cross-communal partners e.g. use of appropriate language
- To be a member of a cohort team – a group of UJIA professionals who work on strategy

### **Place of Work**

Your main place of work will be the UJIA London office located at 1 Torriano Mews, London, NW5 2RZ but the role will also require you to travel around London and the UK, and some travel to Israel

### **Hours of Work**

Regular office hours are 9.00am – 5.30pm Monday to Thursday and 9.00am – 1.30pm on Fridays. This role will also involve working some evenings during the week and Sundays. This is a three-day-a-week role; which three days you will work will be agreed as part of contract negotiations.