

PA to Senior Executive Team (Fixed Term - Maternity Cover 9-12 Months) Job Description – March 2019

UJIA is the leading UK- Israel charity. We take responsibility for developing a strong British Jewry that builds a lifelong connection to Israel. We connect our UK youth through innovative educational programmes that work alongside our projects in Israel, to support the most vulnerable in society.

Role Overview

- To provide PA administrative support to the Senior Executive Team
- To provide administrative support to Chief Exec office as required
- To provide administrative support to the Education Department

Organisational Position

This position will be line managed by the PA to the Chief Executive.

Expectations

1. To be able to work on each area of responsibility flexibly and within time constraints
2. To work to a high standard at all times
3. To work proactively as well as reactively
4. To be willing to work out of office hours on occasion as required
5. To ensure that adherence to appropriate confidentiality takes place
6. To understand the responsibilities of working as part of a team by supporting and assisting other colleagues
7. To understand the work & programmes of UJIA & those organisations it supports.
8. To participate in other activities of UJIA as required

Main Tasks

1. PA to the Senior Exec Team:

- Diary management for the team
- Relationship management
- Assisting the PA to the Chief Executive in meetings, admin and ad hoc tasks
- National and international travel arrangements – Hotels/Flights/Trains
- Meeting preparation including minute taking
- Processing expenses
- Organising smaller events and conferences
- Compiling and preparing reports and presentations
- General administrative support to other members of staff when needed, including booking their travel, logistics for events and meetings
- Organising and arranging Social Investment Committee (Si3) meetings – 3 meetings per year including one in Israel.



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2. Administrative support to the Education Team

- Support the UK Programme Team with various projects throughout the year
- To liaise between UJIA and a variety of our external partners including the Youth Movements/Organisations
- To work with the Social Welfare and Education Manager to help administer the support UJIA provides to the Israel Tour Application process
- To Provide logistical support for lay leader committee meetings for the UJIA Education Department
- To support the Head of Programme Finance in the bursary and allocation process as required

Person Specification

- Previous PA Experience
- Strong administrative, organisational and logistical skills
- An efficient working-style with the ability to prioritise
- A self-starting individual who demonstrates a positive attitude
- Strong written and verbal communication skills
- Comfortable working in a cross-communal environment
- Strong technical computer skills with experience using MS Office tools
- Strong interpersonal skills with the ability to work well in a team and support individuals
- An ability to maintain strict confidentiality
- Knowledge of the UK Jewish community, UJIA and UJIA Israel Experience programmes, would be desirable

Location

1 Torriano Mews, Kentish Town, London, NW5 2RZ.

Hours of Work

Office hours are 9.00am – 5.30pm Monday to Thursday and 9.00am - 1.30pm on Fridays. The role will involve occasional evenings and weekend work.