



## UJIA Manchester Education Coordinator Job Description July 2021

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.

### **Organisational Position:**

The UJIA Manchester Education Coordinator is based at the Manchester office and is line-managed by the Regional Director, with educational support provided by the Head of Children and Families Education. The post operates within the framework of the UJIA Education Department, which is led by the Director of the UK Programme.

### **Roles and Responsibilities:**

- Coordinate sessions and engagement provided to Jewish Primary and Secondary Schools in Manchester and the region. Working with the Shinshinim to also deliver some sessions yourself
- Creating educational partnerships with other local organisations
- With colleagues in UJIA's office in Israel, planning and delivering people-to-people programmes (online and possibly in person) between Israelis and young people in Manchester and possibly Leeds/Glasgow
- Implementation of UJIA's youth and engagement strategy in the Regions (and wider Jewish community as required), including building and maintaining strong working relationships with key external stakeholders, identifying new opportunities and developing and implementing new educational programmes
- Develop new models of community Israel education, including coordinating speaker tours
- Plan and ran UJIA's Manchester Lay Leadership Programme, which involves recruiting participants, booking speakers/activities, dealing with logistics and evaluating the programme, on a two-year cycle
- Manage the bookings, find speakers and deal with finances for the UJIA JAMS programme in non-Jewish schools, including possible delivering some sessions yourself. You will be responsible for supporting the J-Soc Chairs/teachers in the schools, as well as expanding the base of educational organisations that provide speakers
- Manage the logistics and administration of the Manchester programmes
- Monitor and evaluate the Manchester programmes based on a variety of measurements to ensure a successful adaptation plan for future improvements
- Support the national UJIA education team with educational resource creation, primarily during school holidays/over the summer
- To produce such reporting about the programmes under your supervision as required by the fundraising team, the Head of Impact Evaluation or members of the Senior Management Team
- To continuously develop your own understanding of Judaism and Israel, as well as informal education, to ensure your educational skills are high-quality
- To support UJIA fundraising colleagues as instructed by the Regional Director with the initiatives that they are running, and to always be on the look out for new streams of income
- Any other tasks as may reasonably be expected of you as an employee, as instructed by the Regional Director or members of the Senior Management Team

### **Expectations:**

- The employee will work within the context of the organisation's ethos, policies and procedures
- To be flexible with work assignments
- To be flexible with hours of work – urgent tasks may require working beyond formal office hours



- To be computer literate and to have a good understanding of spreadsheets and database, in particular Word, PowerPoint, Excel and Outlook
- To ensure that appropriate confidentiality is adhered to
- To understand the responsibilities of working as part of a team
- The employee is required to serve a cross-communal user base, in which UJIA's aim is to reinforce individuals and organisations within their own ideologies and beliefs
- Staff development is encouraged, and opportunities are available in consultation with your line manager. The employee will be available and willing to undertake professional training and development as appropriate
- To take part in broader UJIA organisational commitments (E.G staffing fundraising events, attending whole-staff days etc)

**Desirable Criteria:**

- Academic degree or training in youth work, Jewish Education or other relevant discipline
- Involvement in a Zionist youth movement in the UK
- Experience of working with or in the Manchester, Leeds, Liverpool or Glasgow Jewish communities
- Successful track record of developing and delivering Jewish informal education programmes with Israel at their centre, in cross-communal settings
- Formal training in welfare and safeguarding of young people
- Full, clean UK driving license

**Place of Work:**

Your main place of work will be the UJIA Manchester office located at 72 Singleton Road, Manchester, M7 4LU. There are substantial travel needs associated with this role and you will be expected to spend days in other regional offices.

**Salary:**

The salary for this role will be £21,000 – £25,000 pro rata.

**Hours of Work:**

The role is 75% FTE, which equates to roughly 25 hours per week. You will agree a regular working pattern with the Regional Director upon appointment; we anticipate this to be two mornings and two afternoons/early evenings a week. UJIA encourages flexible working and within reason will accommodate other working patterns, though you will be expected to achieve your objectives and be available for necessary appointments. There is also an expectation of some evening and Sunday work in this role, especially during the times when the Lay Leadership programme is operating. UJIA has a Time Off In Lieu policy allowing you to recover back some of this time.