

# JOB DESCRIPTION

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Title:	<b>International Relations Officer</b>
Contract:	Permanent / Full time (4 days per week would be considered)
Responsible to:	Director of Public Affairs
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.00 Thursday; 9.00 – 13.30 Friday
Salary:	£28,000 - £34,000 dependent on experience
Location:	Kentish Town
Holiday Entitlement:	20 days, plus Public Holidays and Jewish Festivals

Applicants must have the right to live and work in the UK

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## **General Description:**

This post is responsible for assisting and advancing the international work of the Board of Deputies. The post includes advocacy, policy, research, correspondence and administrative support on international topics, particularly in relation to Israel, the Middle East, Europe, the United States and the Commonwealth. It involves managing strategic relationships with key stakeholders from the UK and foreign governments, diplomatic missions, international institutions and Jewish partner organisations in the UK and internationally. The post will require occasional travel to represent the Board of Deputies at international conferences and events.

## **Key Tasks and Responsibilities:**

### **1. Policy/Advocacy**

- Supporting policy development and advocacy in the following key areas: promoting peace, security, prosperity and equality for Israel and the Middle East; tackling the delegitimisation of Israel, including the Boycotts, Divestment and Sanctions Movement; promoting relations between the UK (including the UK Jewish community) and Israel; international antisemitism and extremism; international freedom of religion; post-Holocaust issues including restitution; and the impact of Brexit on the UK Jewish community

- Research, writing briefing documents, speeches and publications on international issues, including attending and preparing formal notes of meetings as required.

## **2. Strategic Relations**

- Work to develop relationships through engagement and joint projects with key stakeholders, including the UK Government, governments of different countries, diplomatic missions, international institutions, UK and international Jewish organisations, Israel advocacy groups and UK partner organisations.
- Organise events and programme delegations that take forward the international agenda of the Board of Deputies and represent the Board of Deputies at international events/conferences.
- Organise meetings in line with the Board of Deputies' strategy of diplomatic engagement for the organisation's senior leadership with ambassadors and visiting foreign officials.
- Prepare briefings for these meetings and accompany the attendees, contributing as appropriate.
- Assist the Board of Deputies' senior leadership in maintaining relationships with key international Jewish organisations, particularly those with which the Board of Deputies is closely associated (World Jewish Congress, European Jewish Congress, American Jewish Committee), and our sister organisations in Europe, the USA, the Commonwealth and beyond.

## **3. Communications**

- Monitoring of the media in relation to international affairs, suggesting statements, assisting with PR, media relations and campaigns, including using social media and networking sites.
- Dealing with correspondence and community enquiries.

## **4. Secretariat to the International Division**

- Providing policy and secretariat support to the Board's International Division, including support on logistics and minutes for the Division's meetings; responding to enquiries from members of the Division and preparing activity reports.

## **5. General**

- Maintaining a general familiarity with the work of the Board of Deputies and the Public Affairs roles in particular. This is in order to provide cover on urgent issues during the absence of other Public Affairs Officers.
- Carrying out such other administrative or other duties as may be requested from time to time by the Board of Deputies' senior leadership.
- This role will require some work on evenings and weekends, and some travel around the UK and abroad.
- 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.

## **Person Specification:**

### **Knowledge**

#### *Essential*

- Good knowledge of international politics, particularly Israel, the Middle East, Europe, the United States and the Commonwealth.
- A strong understanding of UK, UN and EU politics and institutions.
- Strong abilities in MS Word, Excel and social media

#### *Desirable*

- A good working knowledge of the UK Jewish community's institutions and priorities
- Knowledge of human rights and/or international development
- Knowledge of one or more modern languages an asset
- A good working knowledge of UK civil society sectors, including one or more of NGOs, trade unions and faith groups

### **Experience**

- Experience of advocacy and awareness-raising
- Experience of working on policy, including writing briefings and speeches

### **Personal Attributes**

- Gravitas and ability to deal with high-level Government and diplomatic stakeholders
- A natural networker, able to connect with people from a wide range of cultural and political backgrounds
- Strong research skills
- Strong written and oral communication skills
- Well-organised with good time-management, accuracy and an ability to work independently
- Willing and able to support the organisation's fundraising efforts
- Willing and able to develop new knowledge and skills quickly
- A good team-player, able to support other colleagues where necessary

## **Information for Applicants:**

**Closing Date:** Monday 16 September 2019

**Interviews:** Friday 4 October 2019

**How to Apply:** Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining 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 'International Relations Officer'.