

JOB DESCRIPTION

Title:	Eco Synagogue Membership Coordinator
Contract:	1 day (8 hours) per week. 1 year initial contract, with possibility of renewal.
Responsible to:	Interfaith and Social Action Officer
Hours:	9.30 – 17.30 on 1 day, or 9:30 – 13:30 on 2 days
Salary:	£24,500 - £26,000 (pro-rata)
Location:	Home-Based
Holiday Entitlement:	20 days (pro-rata), plus Public Holidays and Jewish Festivals

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

General Description:

The Board of Deputies of British Jews is looking for a highly motivated individual to work as the Membership Coordinator for Eco Synagogue, a project managed by the organisation. The post-holder is responsible for promoting the work of Eco Synagogue across the Jewish community, engaging new and existing member synagogues in the project, and managing regular events, communications and meetings related to the project.

Key Tasks and Responsibilities:

Synagogue Registrations and Surveys

- Engage new synagogues in the project
- Keep the databases of synagogues registered current.
- Respond to synagogues when they register and/or do surveys.
- Arrange certificates for synagogues when they achieve bronze, silver or gold awards.
- Keep in touch with all synagogues to support them and encourage them to keep making progress.

Communications and social media

- Promote the work of Eco Synagogue across the community and in the Jewish and wider media
- Support development of and maintain the new Eco Synagogue website
- Update Facebook, Twitter and Instagram accounts regularly with news, advice, events and updates.
- Liaise with other Jewish groups and attend meetings with them to represent Eco Synagogue, such as the Jewish Social Action Forum.
- Write email newsletters using MailChimp to every 2/3 months giving updates on progress, events and news.
- Keep the Eco Synagogue website up to date with events, news and case studies.

Events

- Help to plan, organise and promote public events, for example the anniversary event at Tu B'Shevat, Jewish Green Drinks, Green Shabbat for London Climate Action Week, talks, cinema screenings etc.
- Represent Eco Synagogue at such events and at others by invitation. In the past, these have included giving a talk on Eco Synagogue at Muswell Hill Synagogue for Green Shabbat and leading a workshop on a Climate Action day.

Governance

- Organise governance meetings of the Eco Synagogue governance group every 3-4 months. Circulate the agenda, take the minutes, present an update on progress, write up minutes and share afterwards.
- Attend meetings with the Eco Synagogue steering group. Take notes and share actions.

General

- Respond to emails, in particular from synagogues enquiring about registration and surveys.
- Liaise with Eco Synagogue Steering Group chairperson on a regular basis.

Person Specification:

Knowledge

Essential

- Awareness of environmental/climate issues
- Strong IT skills, including the ability to use social media

Desirable

- A good working knowledge of the UK Jewish community

Experience

Essential

- Relevant experience and knowledge of working with, managing and motivating volunteers in the charitable sector
- Ability to plan, prioritise and deliver to tight timescales
- Events management and logistics

Desirable

- Stakeholder engagement, particularly with faith communities
- Producing written resources/briefings

Personal Attributes

- Excellent written and oral communication skills
- Calm, friendly, and sensible approach, with good judgement
- Well-organised with good time-management and an ability to work independently
- Willing and able to develop new knowledge and skills
- A good team player, able to support other colleagues where necessary
- Commitment to the aims of the Board of Deputies and Eco Synagogue

Additional Information:

- This role will require occasional work on evenings and weekends, and some travel around the UK.
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The Eco Synagogue Membership Coordinator will be expected to carry out such reasonable duties as may be requested from time to time by the Board of Deputies' Interfaith and Social Action Officer and Chief Executive. 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.

Information for Applicants:

Closing Date: 9.30am, Monday 4 November 2019.

Interviews: Week beginning 25 November 2019

How to Apply: Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining, with examples, 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 with the subject heading 'Eco Synagogue Membership Coordinator'.