

JOB DESCRIPTION

Title:	Director of Education and Community Engagement
Contract:	Permanent / Full time
Responsible to:	Chief Executive
Hours:	Office Hours (9.30 – 17.30 Monday to Wednesday, 9.00 – 17.00 Thursday, 9.00 – 13.30 Friday); some work on evenings and weekends
Salary:	£50,000 - £58,000 per annum Full Time Equivalent (pro rata) depending on experience
Direct reports:	Communities Manager, Education Policy Officer, Heritage and Archives Manager, Pikuach Director, and Regional Manager.
Location:	Kentish Town, with some ability to work from home subject to discussion with the line manager.
Holiday Entitlement:	20 days, plus Public Holidays and Jewish Festivals

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

General Description:

The Director of Education and Community Engagement is a senior management post at the Board and will be a key role within the Jewish community. The purpose of this new role is to help shape the education policy and outreach of the Board, to enhance the Board of Deputies' connection with the Jewish community it serves, to represent the Board of Deputies to schools, universities, educational and communal bodies, and to co-ordinate Board's cross-communal projects and campaigns.

Key Tasks and Responsibilities:

Education

- Lead the development of the organisation's policy in relation to education (liaising with Director of Public Affairs).
- Oversee the organisation's relationships with the Department for Education, Ofsted, the school providers of different faiths, the Religious Education sector, Jewish educational bodies and Jewish schools.
- Ensure ongoing monitoring of UK-wide, devolved and local government proposals, legislation or public proposals which may affect Jewish education, responding as appropriate.
- Oversee public education about Judaism, including digital and physical resources to support better understanding about our community, both within and beyond formal education settings.
- Support, and devise projects to improve, education about the UK Jewish community, Israel and the Diaspora to Deputies, the Jewish community and the wider society.
- Oversee the Board of Deputies' Jewish Studies 'Pikuach' inspectorate, through management of the Pikuach Director.

Community Engagement

- Maintain and enhance the Board of Deputies' relationship with all sections of the Jewish community, across all denominational, geographic and intersectional interests.
- Oversee the Board of Deputies' support of existing member synagogues and institutions, and recruitment of new ones.
- Support the Heritage and Archives Manager in championing the UK Jewish community's history and heritage.
- Empower Deputies and the wider community to support the organisation's education and community engagement work.
- Create and/or ensure good Board of Deputies participation in events, visits, seminars and other projects which create opportunities for relationship-building (e.g. Limmud, Community Fun Run, AJEX Parade, Mitzvah Day, Jewish Women's Aid Shabbat, Jewish Mental Health Shabbat, etc).

Communications

- Ensure good coverage for the Board of Deputies' education and community engagement work, working with the Director of Public Affairs, the Communications Officer and the Digital Communications Officer.
- Make submissions and presentations to external bodies inside and outside the community.

Strategy

- Input into the strategic direction for the BoD and within it, the direction of the Community and Education Team.
- Plan, monitor and measure the effectiveness of the tactical approaches that deliver the strategy.
- Identify opportunities to further influence decision makers or bodies which may impact on the community or on our education campaigns.
- Use education and community knowledge, network and assets to support the organisation's Jewish public affairs function.

Management and Administration

- Be a member of the Senior Management Team together with the Chief Executive, the Director of Public Affairs, the Director of Operations and the Director of Finance, inputting on strategy, staffing and finance.
- Support the work of the Community and Education Division.
- Provide oversight of all Community and Education Team activities to ensure efficient and effective running.
- Cultivate a working environment that recruits, retains and supports quality staff.
- Select, develop, motivate and evaluate staff within the Community and Education Team in partnership with the Chief Executive and the Director of Operations.
- Oversee Community and Education Team budgeting and ensuring adherence to principles of cost-effectiveness and return on investment.
- Support organisational efforts to fundraise and ensure financing to support short- and long-term goals.

Person Specification:

Knowledge and Experience

- Excellent knowledge of UK educational system and/or the UK Jewish school system. Direct experience of formal or informal Jewish education a bonus.
- Strong network of contacts across the UK education and/or UK Jewish education sector. Similar network at international level a bonus.
- Experience of developing and deploying educational resources, especially within school settings. Experience with digital means and methods a bonus.
- A close working knowledge of the UK Jewish community, as well as a good understanding of the broader Jewish world, including Israel. Understanding of different models of Jewish community and education around the world a bonus.
- Experience of leading and managing a busy team, with tight-deadlines and priorities that can change rapidly with events.
- Knowledge of creating and developing strategies.
- Knowledge of formulating and managing budgets.

Personal Attributes

- Excellent written and oral communication skills.
- First-rate interpersonal skills, with the ability to connect with people from a wide range of backgrounds and to deal with challenging situations.
- Must be willing and able to work across the whole spectrum of the Jewish community's religious denominations and with Jews who identify primarily culturally. Well-organised with good time-management and an ability to work independently.
- Willing and able to develop new knowledge and skills.
- A good leader and team player, able to motivate and support other colleagues where necessary.
- Work collaboratively with other colleagues across the organisation and community to ensure that the Board of Deputies can achieve its vision, mission and strategy.
- Maintain high levels of discretion and confidentiality at all times.
- Commitment to the aims of the Board of Deputies and an excellent ambassador for the organisation.

Additional Information

- This role will require some 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. It is expected that the Director of Education and Community Engagement will help to construct the detail of the role.
- The Director of Education and Community Engagement will be expected to carry out such reasonable duties as may be requested from time to time by the Board of Deputies' 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 25 October 2021.

Interviews: Weeks beginning 1 and 8 November 2021.

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 'Director of Education and Community Engagement'.