

JOB DESCRIPTION

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| Title: | Director of Public Affairs |
| 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: | £55,000 - £65,000 per annum Full Time Equivalent (pro rata) depending on experience |
| Direct reports: | Communications Officer; Digital Communications Officer, Government, Regional and Religious Affairs Officer; Public Affairs Officer; Interfaith and Social Action Manager; and International Relations Officer |
| 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 Public Affairs is a senior management post at the Board and a key role within the Jewish community. Its purpose is to help shape the external facing policies of the Board, to understand and influence policies of government and other organisations which impact on the Jewish community, and to represent the Board of Deputies to the community and external bodies. The role includes leading a staff team and being responsible for budgets and operations within the Public Affairs area. It also requires engaging with democratically elected Honorary Officers and Deputies representing local Jewish communities across the UK.

Key Tasks and Responsibilities:

Public Policy

- Manage the development of the organisation's domestic and international public policy.
- Ensure ongoing monitoring of UK-wide, devolved, local and international Government proposals, legislation or public proposals which may affect the Jewish community, responding as appropriate.
- Collaborate with the Board's Director of Education and Community Engagement on policy areas within their portfolio.

Strategy

- Input into the strategic direction for the BoD and within it, the direction and the campaigns of the Public Affairs 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 campaigns.
- Use public affairs knowledge, network and assets to support the organisation's Jewish community engagement function.

Advocacy

- Oversee the organisation's efforts to secure its public policy objectives, utilising political, media and digital assets to make our case for UK-wide, local, devolved and international audiences.
- Devise events and campaigns that educate key political and other stakeholders about the community's policy priorities, including our 'Jewish Manifesto' series, parliamentary briefings, party conference fringe events and local councillors' seminars.
- Utilise events, campaigns, digital and other means to educate and empower Deputies and the wider community to support the organisation's advocacy work.

Communications

- Oversee the organisation's communications operation, including media, social media and other digital assets like the website and weekly newsletter.
- Make submissions and presentations to external bodies inside and outside the community.
- Ensure that Honorary Officers and other BoD representatives are trained and briefed for meetings, appearances and when speaking on behalf of the BoD.
- Supporting the Board's leadership and/or representing the Board, in engaging with media including, participating in television and radio programmes and writing for newspapers.

Strategic Relations

- Oversee the organisation's relationships with the UK Government, Parliament, devolved administrations, local government, foreign embassies, faith communities, the media, social media companies and civil society groups.
- Oversee the BoD's relationship with Israeli institutions, including the Israeli Government and Embassy, and with other UK organisations connected with Israel.
- Work with key relevant colleagues to develop the Board's role within international Jewish bodies such as the World Jewish Congress, European Jewish Congress, the American Jewish Committee and the Commonwealth Jewish Council on issues relating to policy and campaigns and liaising with representatives of Jewish communities abroad.
- Work with other communal organisations to share information, coordinate and collaborate on action as necessary.
- Devise events, visits, seminars and other projects which create opportunities for relationship-building.

Management and Administration

- Be a member of the Senior Management Team together with the Chief Executive, the Director of Education and Community Engagement, the Director of Operations and the Director of Finance, inputting on strategy, staffing and finance.
- Enable and support successful collaboration between the professional team and deputies within the Public Affairs department.
- Provide oversight of all Public Affairs Team activities to ensure efficient and effective running.
- Cultivate a working environment that recruits, retains and supports high quality staff.
- Select, develop, motivate and evaluate staff within the Public Affairs Team in partnership with the Chief Executive and the Director of Operations.
- Input on staffing and financing matters in the Senior Management Team.
- Oversee Public Affairs 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 current affairs and strong understanding of UK, Israeli and international politics.
- Experience of policy formation. Experience within a democratic structure a bonus.

- Strong network of contacts across UK politics, civil society, media and/or the diplomatic corps. Similar network at international level a bonus.
- A good working knowledge of the Jewish community in the UK, Israel and globally.
- Strong track-record of advocacy, campaigning and awareness raising.
- Experience of managing an organisation's communications' functions, including digital media, handling journalists and giving media interviews.
- 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.
- 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.
- Able to work collaboratively with 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 occasional 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 Director of Public Affairs 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 Public Affairs'.