

Job Description

Interfaith Projects Assistant

December 2021

Title:	Interfaith Projects Assistant
Contract:	Fixed Term - 5 months
Responsible to:	Director of Public Affairs
Hours:	19 hours a week- flexible days
Salary:	£23,712 pro rata
Location:	Remote working with possibility of working in the office 1 day a week subject to government covid guidance
Holiday Entitlement:	20 days pro rata, plus Public Holidays & Jewish Festivals

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

General Description:

The post-holder will be responsible for supporting and encouraging the Board of Deputies' Defence and Group Relations Division, other Deputies, regional Jewish representative councils and other Jewish volunteers to organise local interfaith meetings, visits to places of worship, and other events/activities – such as Invest in Peace - aimed at relationship-building between Jewish communities and different faith and belief groups at the local levels. The post holder will also assist with the Board of Deputies' interfaith work on interfaith relations at the national level.

Key Responsibilities

Relationships and Projects

- Support and encourage the Board of Deputies' Defence Division, other Deputies, regional Jewish representative councils and other Jewish volunteers to organise regular local interfaith meetings (both online and in-person), visits to places of worship, and other local interfaith activities across the UK.
- Organising Invest in Peace events with Churches, Synagogues and Mosques, either online or in-person, in partnership with Churches Together in Britain and Ireland.
- Assist with the preparation of briefings for, and formal notes of, meetings and events to pro-mote interfaith relations at relevant inter faith events, consultations & forums.

Communications

- Assist the Director of Public Affairs with interfaith-related research, briefing documents and publications.
- Assist the Public Affairs team with monitoring press, social media and significant faith-related conferences/events for issues of relevance to the Jewish community or interfaith relations.
- Assisting the PR & Communications Officer on related media enquiries and campaigns
- Assisting with reports of Board or Divisional activities and contribution to the weekly Community Briefing.
- Handling public enquiries relating to interfaith relations, signposting to other colleagues or external resources as appropriate.

Miscellaneous

- Assisting lay leaders, including the Honorary Officers and Defence and Group Relations Division.
- Undertaking specific projects or other duties as may be requested from time to time by the Director of Public Affairs or the Chief Executive.
- This role will require some work on evenings and weekends, and travel around the UK.

Person Specification:

- Knowledge and Understanding
- Current and religious affairs.
- The UK's principal faith and belief communities.
- Judaism, the UK Jewish community and its institutions.
- Computer skills, including the ability to use social media

Experience

- Developing relationships with faith groups.
- Working with volunteers or activists.
- Events management and logistics.
- Producing written resources and reports

Personal Attributes

- Strong written and oral communication skills.
- Strong interpersonal skills, with an ability to deal with challenging customers.

- Well-organised with good time-management and an ability to work independently.
- Willing and able to develop new knowledge and skills.
- A team-player, able to support other colleagues where necessary.

Location:

Remote working with a possibility of 1 day at Board of Deputies Office, currently in Kentish Town

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. 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.

Closing Date:

5:00pm Tuesday 4th January 2022

How to Apply:

Please send a CV and covering letter, outlining how you meet the requirements set out in the person specification to recruit@bod.org.uk with the subject heading '**Interfaith Project Assistant**'. Please also indicate where you heard about the job.

Interviews:

Interviews will be held week commencing 10th January 2022