

President
Chief Rabbi Ephraim Mirvis

Chair of Trustees

Steven Blumgart

CEO

Rabbi Andrew Shaw

Chair of Vaad Rabbanim

Rabbi Chaim Kanterovitz.

Board Members

Michelle Bauernfreund, Matti Fruhman, Andrew

Harris, Grant Kurland, David Morris, Sean Melnick



JOB DESCRIPTION

- Job Title:** Yehudi Administrator
- Location:** London office based in Hendon
- Hours:** Full Time – four days per week can be considered for the right candidate
- Salary:** £30,000 FTE dependent on experience

Mizrachi UK is a registered charity (charity number: 1137199) that fosters, promotes, and organises educational and communal activities along with vocational training for Jewish youth, leaders and representatives in the UK. We are the UK's leading framework for religious Zionism. Founded in 1902 our goal is to strengthen Jewish identity and support Israel where it is most needed. Yehudi is a flagship project of Mizrachi UK.

Job Purpose

The Yehudi Administrator will work closely with the Yehudi Director in facilitating the logistical and organizational requirements of the Yehudi programme. This includes, but is not limited to: activities coordination, liaising with parents and external communications, database management, coordinating regular meetings, maintaining a digital filing system and supporting flagship events.

You will be responsible for managing your own time and will work flexibly as agreed with your line manager.

Work Relationships

Line managed by and supporting the Director of Yehudi Programmes

Working closely with the Mizrachi UK CEO

Reporting to the Director of Yehudi Programme

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Principal Accountabilities:

1. Activities Coordination

- Coordinate the smooth running of the Year 6 Programme flagship launch event
- Coordinate the Year 7 programme by arranging times and sessions in communities with all relevant stakeholders
- Arrange events such as Shabbatonim, trips and leadership training sessions. This includes communicating with relevant parties, arranging signups, and general smooth running of the events.

2. Communications

- Communicate with key stakeholders (for example the schools and communities or suppliers)
- Develop relationships on behalf of Mizrachi UK. This includes communication with the Yehudi Mentors and Madrichim/parents of participants.

3. Database Management

- Ensure the database is up to date with all relevant information.

4. Welfare and safeguarding

- Work with staff and volunteers in Mizrachi UK / Yehudi to promote safeguarding and inclusion
- Work with the safeguarding consultant to ensure compliance.

5. Adhere to timelines for the year and events.

6. Attendance at meetings with the CEO and Director of Yehudi Programme as well as regular Mizrachi UK team meetings.

7. 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.

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Terms

This is a full time job but part time (four days per week) may be considered for the right candidate.

It is expected that there may be occasional weekend, early morning and evening work required. This will be agreed in advance with the Director of Yehudi Programme.

The nature of the role will mean that certain periods of time are busier than others, however this will all be arranged and agreed in advance with the Director of Yehudi Programme.

Person Specification

Required qualifications and experience:

- 4+ years' experience of office administration and management experience
- Proven experience in arranging residentials, trips and training sessions (other similar event management experience will be considered)
- Proficient in use of Microsoft suite (Outlook, Word, Excel, PowerPoint, etc)
- High work standards and expectations, including attention to detail
- Ability to work both independently and collaboratively effectively
- Driving license with own transport

Desirable qualifications and experience

- Degree level or equivalent
- 2+ years' experience working for a Jewish youth movement
- Experience with CRM and Salesforce/Blackbaud
- Experience with Xero

Other requirements

- An interest in the charity sector and specifically working within the Jewish community
- Ability to work under pressure and to deadlines
- Able to work collaboratively as part of a team and contribute to a positive working environment and culture

Mizrachi UK is committed to safeguarding and promoting the welfare of children/vulnerable adults and expects all staff to share this commitment. Background checks and an enhanced DBS will be required.