



Job Title: Part time office assistant for maternity cover (starting 1 September 2021)
Location: Manchester office based in Salford – hybrid working will be considered
Hours: 15 hours per week – days / time to be negotiated
Salary: £20,000 pro rata (15 hours per week)

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.

Job Purpose

The office assistant will support the day to day functioning of the Manchester Mizrachi UK branch, supporting the various online and in person educational and community activities for Manchester and the North along with UK wide flagship events. The role will include working closely with the Rav Shaliach Manchester and the Finance and Operations Manager, providing ad hoc support for other members of the staff team.

An average of around 15 hours per week will be required but there may be a small variation in the days worked depending on the diary of educational and community activities. It is expected that there will be occasional weekend, early morning and evening work required. You will be responsible for managing your time and may work flexibly as agreed with the Rav Shaliach Manchester.

Work Relationships

Line managed by and working closely with the Rav Shaliach Manchester.
Reporting to the Finance and Operations Manager with respect to financial administration.
Providing ad hoc support to Mizrachi UK team.

To apply please go to <https://mizrachi.org.uk/about/job-vacancies> or for more information please email jobs-uk@mizrachi.org

Closing date for applications is **25 June 2021**.

Initial Interviews to be scheduled for week commencing **5 July 2021**.

Final Interviews to be scheduled for week commencing **12 July 2021**.

A skills test will be given as part of the interview process.

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.

Principal Accountabilities supporting the:

- Rav Shaliach Manchester in the arranging and coordination of online and in person educational and community activities for Manchester and the North
- Finance and Operations Manager in the financial administration of Manchester and the North:

1. Event organisation:

- Logistics and planning activities, sourcing venues, managing invitations, coordinating speakers, promoting events, organising catering and other event associated tasks
- Maintaining good working relationships with providers, delegates and presenters
- Maintaining accurate records including budgets and attendee logs
- Preparing and distributing resources as and when required
- Liaising with the social media and database coordinator with respect to events/activities promotion

2. Database

- Upload and distribution of Manchester and North specific emails using existing template
- Setting up of event registration and payment forms on the database
- Drawing event specific reports off the database

3. HaMizrachi Magazine (published 9 times per year)

- Managing and arranging UK guest writers (UK Shlichim and Fellows)
- Coordinating the printing and distribution of the HaMizrachi magazine in Manchester and the North

4. Day to day financial administration

- Receiving and processing Mizrachi Manchester purchases invoices in line with Mizrachi UK policies
- Raising invoices and following up payments as appropriate
- Ensuring that payments and receipts are appropriately allocated
- Monitoring activity spend so that it remains within budget

5. General requirements

- Occasional weekend, early morning and evening work required
- 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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This is a part time job of 15 hours per week and it is expected that there will be occasional weekend, early morning and evening work required.

Person Specification

Required qualifications and experience:

- 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

- Experience of working on social media channels
- Degree level or equivalent
- Experience with CRM and project management software

Other requirements

- Enthusiastic, confident, sociable, resilient
- Strong team player
- A self-starter who can seize the initiative
- Creative and innovative
- 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
- Openness to continued development
- Empathy for community