



Job Title: Part time social media and database coordinator for maternity cover (starting 1 September 2021)
Location: London based – 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

Mizrachi UK is looking for a part time social media and database coordinator who will support the Director of Programming in the promotion of our events and activities. The successful candidate will be responsible for the day-to-day running of the Mizrachi UK social media platform and database which will include coordinating content, liaising with various contributors and reaching out to our database constituents.

The successful candidate will be a highly creative thinker with a sharp visual eye who is never short of ideas and enjoys working collaboratively and independently.

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 Director of Programming.

Work Relationships

Line managed by and working closely with the Director of Programming.
Providing ad hoc support to Rav Shaliach Manchester.

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 **12 July 2021**.

Initial Interviews to be scheduled for week commencing **19 July 2021**.

Final Interviews to be scheduled for week commencing **2 August 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 Director of Programming:

1. Social Media

- Communicating regularly with the Director of Programming regarding content priorities
- Promoting events and activities through our existing social media platforms
- Uploading weekly content onto our YouTube Channel
- Accessing the CEOs Facebook account to share and promote Mizrachi UK events and activities
- Liaising with various contributors to add to our broadcasting calendar
- Actioning and updating the social media broadcasting calendar

2. Database

- Taking ownership of the database, ensuring that it is fit for purpose and used effectively
- Updating and distribution of weekly email via our database email function
- Creating Event Forms for relevant Mizrachi UK events and activities
- Managing and drawing “Queries” and “Reports” in order to supply specific information to relevant stakeholders

3. Website Management

- Uploading content to the Mizrachi UK website

4. Digital strategy

- Researching and developing a digital strategy to grow this role

5. General requirements

- 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:

- Experience of working on various social media channels
- Experience with CRM database (Blackbaud experience will be an advantage)
- Proficient in use of Microsoft suite (Outlook, Word, Excel, PowerPoint etc)
- Degree level or equivalent

Desirable qualifications and experience

- Highly creative thinker with a sharp visual eye
- High work standards and expectations, including attention to detail
- Ability to work both independently and collaboratively effectively

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