



The Union of Jewish Students [UJS] are looking for an experienced event and project manager to coordinate our #UJS100 project, including a celebratory event on Sunday 16th June.

UJS

UJS are the voice of over 8,500 Jewish students studying in the UK and Ireland and a network of more than 60 Jewish societies (J-Socs) on campuses from Exeter to Edinburgh and London to Liverpool.

Uniquely, we are the only representative body for Jewish students. We build Jewish campus communities run by students for students. We empower and enable Jewish students to live active, involved and safe Jewish lives on campus.

As a minority faith and ethnic community, we promote the rights of all minorities to express their religious, cultural, ethnic and national identities, without fear of hate or prejudice.

We are cross-communal: reform, orthodox, left, right, beyond and anything in between, UJS unites Jewish students.

What we do

For 100 years we have been leading, defending and enriching Jewish life on and beyond campus.

We proudly and passionately combat antisemitism and stand up for Israel; we run diverse and dynamic programmes engaging with Jewish religion, culture and Israel; We provide access to kosher accommodation, kosher food, and suitable and safe spaces for our J-Soc activities; We support J-Socs in developing and running projects on campus around Social Action, Holocaust Education and Interfaith; and we deliver a broad range of educational trips overseas for Jewish students and students from a range of faiths, cultures and backgrounds.

#UJS100

#UJS100 offers an exciting opportunity to celebrate 100 years of Jewish students leading, defending and enriching Jewish life on campus.

#UJS100 provides a perfect platform to showcase all that UJS, our J-Socs, and our alumni have achieved.

#UJS100 affords a unique prospect to strengthen UJS as a heritage brand and highlighting the bold and broad impact of UJS on campus, in our community, and throughout British society.

The role: #UJS100 Project Coordinator (4-6 month Contract – part time)

Working with our Communications and Fundraising Manager and a trustee who is leading on this initiative, the Project coordinator will direct and deliver a range of activity to celebrate 100 years of UJS.

The role will require creative and strategic thinking, organising events and projects, and overseeing messaging and marketing activities. The role will involve working with senior leaders, communal partners, UJS alumni and involve administration responsibilities.

Based on experience the daily fee will be between £80 - £120 per day.

An outline of the key components of the project is included overleaf.

Person specification

Essential

- Highly organized, effective and independent working style
- Able to combine strategic responsibilities with day-to-day and direct delivery
- Excellent relationship building and partnership working skills
- Social media management experience
- I.T literate and competent with Microsoft
- Attention to detail

Desirable

- Familiarity with UJS and the Jewish Community in the UK
- Previous experience combining a community engagement project with a history/archiving element
- Familiarity with working with press
- Experience with managing events
- Experience of website management

#UJS100 Event

Purpose of the event:

- To celebrate 100 years of UJS' achievements
- To establish UJS as 'An engine of Jewish communal leadership'
- To engage hundreds of alumni and raise awareness to support immediate and longer-term fundraising

100 faces of UJS supplement: Working with a small team of volunteers, the coordinator will curate this piece and support the communications manager in working with a press partners to distribute the supplement.

UJS history project/Exhibition: Sourcing, collecting and curating UJS and J-Soc memories, photos, campaign leaflets, artefacts and memorabilia. This may include an exhibition at JW3, will certainly support a "memory lane" exhibit on 16th June, and should be captured digitally for engaging people online around the centenary year and then serve as a useful archive on UJS.

Alumni and digital engagement: Working with volunteers recruited at December 2018 introduction event, the coordinator will support our Communications and Fundraising Manager to ensure that we are contacting and building relationships with hundreds of UJS and J-Soc alumni throughout the year and to support recruitment for the 16th June event. They will also support Facebook Groups to be created engaging past members and staff who can share experiences, images and conversations. Other creative online promotion to be created such as an interactive quiz. E.g. Who's older, UJS or the NUS, or the NHS, or Israel?

Press:

Jewish News: The coordinator will work with alumni, journalists and commentators to develop and place article and opinion pieces. This could include 'where are they now' on past UJS and J-Soc leaders. 'Then and Now' feature exploring Jewish student life throughout the last 100 years, 100 people to write 100 blogs (or more likely 10 people to each write one blog with 10 examples) highlighting key events/developments (e.g. Shimon Peres at NUS Conference).

The Jewish Chronicle: Using the style of wedding announcements, we create a feature with wedding photos and short story on how they met and what they went on to do.

Jewish Telegraph – special feature to coincide with 17th July/Manchester where first four J-Socs came together to form IUJF (what became UJS) in 1919.

To apply please send your CV and cover letter to nick@ujs.org.uk by 15th February. Interviews will take place the week commencing 18th February.