

## Education and Programmes Manager

### Background on UJS

#### Who we are:

- Over 8500 Jewish students studying in the UK and Ireland and more than 60 Jewish societies (J-Socs) on campuses from Exeter to Edinburgh, London to Liverpool and everywhere in-between.
- 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 the only Jewish student organisation in the UK that is peer-led.
- We are cross-communal: reform, orthodox, left, right, beyond and anything in between, UJS unites Jewish students.

#### What we do:

- Initiate campaigns building awareness about current issues students care deeply about.
- Run a wide variety of programmes bringing people together to enjoy Jewish life on campus.
- Provide access to services including: accommodation, kosher food, suitable and safe spaces for our J-Soc activities. • Organise careers and networking opportunities.
- Run national events that bring students together from across the UK and Ireland.
- Support J-Socs in developing and running projects on campus around Social Action, Holocaust Education, Interfaith, Israel activities and much more.
- Support J-Socs and Jewish students in developing and executing a wide range of diverse peer-led initiatives on campus.
- Run a broad range of educational trips abroad for students from a variety of backgrounds.

## Job Description

### Education and Programmes Manager

**Location:** NW London based, with travel across the UK and Ireland.

**Contract:** Permanent

**Salary:** £24,000-£28,000 per annum (dependant on experience)

### Responsibilities

#### Education:

- Project manage and lead on a variety of training opportunities for leaders in J-Socs on a national and regional scale (Summit).
- Develop educational opportunities for Jewish Societies, through speakers and activities from a wide range of topics as well as creating a regular crosscommunal learning programme for students.
- Identify and execute projects aimed at highlighting UJS core values all year round (for the website and on campus).
- Write and deliver sessions for UJS programmes, trips and national events such as JAMS, UJS Summit and personalised sessions to J-Socs.
- Facilitate opportunities for unengaged students to participate in Jewish student life and raise awareness about issues related to inclusivity (religious and social) and access requirements.
- Develop and deliver new programmes in line with the UJS short term and long term, strategy.

#### J-Soc Support:

- Train, support and build relationships with J-Soc committees and Jewish students.
- Work with J-Socs and Jewish students in supporting their local and national events and activities providing them with advice and resources.
- Foster student-run events that target different students.
- Be the first point of contact and support for a number of campuses.
- Nurture new and 'potential' J-Socs in setting up their society and developing their activities.

#### Israel Engagement:

- Support the overseeing of the Israel Engagement strategy, creating and developing programmes (including incubator) in partnership with external organisations.
- Bring a range of Israel Engagement activities on campus from speaker tours to shakshuka sessions.
- Work closely and support the UJS/JAFI Shlichim and MASA fieldworker to carry out Israel Engagement activities on campus.

## Recurring Tasks

- Attend J-Soc events and regularly visit campuses or students you directly support.
- Raise the profile and activities of UJS both on campus and online.
- Attend UJS national events across the country.
- Working closely with different departments within UJS whether that be Finance, Operations, Communications or Campaigns.
- Utilise social media for regular online engagement of students, as well as writing and sourcing blogs and articles.
- Identify, nurture and train the next cohorts of Jewish student leaders.
- Recruit students for UJS projects and events.
- Work closely with communal partners to maximise support and resources offered to Jewish students.
- Support the UJS President with enacting their manifesto and delivering their year plan.
- Produce reports after events you have project managed.
- Produce reports for funders in relation to your role.
- Participate in and attend weekly meetings and team days.
- Help with general admin/logistics tasks when required.
- Being part, contributing and immersing yourself with the UJS team- both sabbatical and permanent staff.

## Competencies

Below is a list of key competencies for this role. You may not meet each of the competencies; however, we would still encourage you to apply. UJS is committed to staff development.

Person Specification	Essential	Desirable
University degree		✓
Proactive mindset	✓	
Industry Knowledge: An understanding of the challenges facing developing and emerging J-Socs	✓	
Teamwork: Ability to work within a team	✓	
Interpersonal/Adaptability/Flexibility: Responsibility for self-motivation when working remotely and willingness to work flexible hours and adapt to last minute changes	✓	
Relationship Building: Friendly and approachable. Ability to build and maintain professional relationships with students	✓	
Developing others: Ability to facilitate, manage and develop others and empower them to run and get involved in student events	✓	
Familiarity with J-Socs and UJS key projects, events and programmes		✓
Ability to develop and run sessions to small and wider groups, based on requests and topics of interests		✓
Commitment to travel around the country during the week and weekend (sometimes up to 3 times a week)	✓	
<b>General Competencies</b>		
Understanding of project management/planning and budgeting	✓	
Ability to prioritise and manage multiple projects and tasks	✓	

Proficient with Microsoft Office including Word, Outlook, Excel and PowerPoint	✓	
Ability to use Twitter, Facebook and Instagram in an engaging way		✓
<b>Experience</b>		
Involvement with your J-Soc or other Jewish student life	✓	
Good knowledge of the Jewish student experience, basic Jewish history and knowledge of communal issues	✓	
At least one-year work experience	✓	
Hold a full, clean UK driving license		✓

### Application Process

To apply, please send your CV and Cover Letter to [natacha@ujis.org.uk](mailto:natacha@ujis.org.uk).

In your email, please advise of any access or additional needs that we should be aware of as part of this recruitment process.

Applications will be reviewed on a rolling basis.  
The first round of interviews will start from the 29<sup>th</sup> May.

If you would like to discuss your application further or have any questions, please contact Natacha on [natacha@ujis.org.uk](mailto:natacha@ujis.org.uk).

### **Why choose us?**

Whether you are attracted by our long-standing reputation of 100 years supporting and representing Jewish students on a national level or you are passionate about joining an organisation that will maximise your initiative and creativity, there are a lot of reasons to come to work for UJS!

As part of your role, you will join one of the strongest Jewish students' unions worldwide, work with outstanding colleagues in a dynamic and creative team, receive extensive training in a wide range of fields, gain new skills and strengthen current ones, engage in professional opportunities with the opportunity of promotion, gain high level of responsibility from the very beginning, and much more.

Most importantly you will bring your talents and dedication to impacting the lives of thousands of students across the country, and inspiring leadership and activism within and beyond the Jewish community.

### **Additional benefits and opportunities of working at UJS**

- Development training.
- Option to partake in an internship of 1-2 weeks at a range of commercial and charitable companies via the Lead Now programme.
- Opportunity to have a dedicated external mentor from a field of work of your choice.
- If you are (or will turn) 22 during your employment with us, you will automatically be enrolled into our pension scheme (you can choose to opt out should you prefer.)
- Work with and be part of high profile meetings within the community as well as other organisations and stakeholders.
- Potential travel as part of a UK delegation to Geneva, Brussels, Israel, USA, Budapest or elsewhere based on opportunities.