



# OPERATIONS & PEOPLE MANAGER

*Salary (commensurate with experience) £28,000 - £35,000*

***UJS are looking to recruit a dynamic and focused individual to support and empower the Sabbatical team, provide an operational backbone across the organisation, and help drive the future of UJS.***

*For over a century, UJS has been leading, defending and enriching the lives of Jewish students on campus.*

*UJS supports students to be proud of their identity, to help fight antisemitism, to learn about their history and about Judaism, to engage with Israel and to come together to celebrate Shabbat, Jewish festivals and connect with one another. UJS is also well known for working in partnership with other organisations to remember and learn from the Holocaust, to campaign against injustice and to develop social action projects.*

*This role is part of our small but effective permanent staff team, providing long-term and experienced support for the UJS President and Sabbatical team each year. Working closely with the CEO and as a member of the senior team, the Operations & People Manager role is integral to the smooth running of most aspects of the organisation.*

*The Operations & People Manager will have significant responsibility for the management of team members, helping them shape their delivery to, support for, and engagement with the 8,500+ Jewish students in the UK and Ireland.*

***UJS is committed to equal opportunities and diversity, to reflect the diversity amongst our students.***

## **To Apply**

**Send CV and Cover Letter to [recruitment@uj.org.uk](mailto:recruitment@uj.org.uk)**

*Please include 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. Interviews will commence from the 11th January.*

## Operations & People Manager reporting to CEO Job description and application pack

### HOW UJS WORKS AND WHAT IT DOES

*“Leading, defending and enriching Jewish life on campus”*

#### Our vision

As the voice of Jewish students, we believe in campus communities where every student is safe and supported to achieve their ambitions within and beyond their studies; a British society where students play a leading role in protecting and promoting difference and diversity; and a world in which all people and peoples express their religious, cultural, ethnic and national identities without fear of hate or prejudice.

#### Our mission

We are the voice of over 8,500+ Jewish students, spanning 67 Jewish Societies (J-Socs) on campuses across the UK and Ireland. We are traditional and progressive; cultural and spiritual; we come from the left, centre and right and can be found across religious and political spectrums.

Together we create and deliver powerful campaigns, events and activities; fighting prejudice, advancing inclusion, and inspiring education and action on the issues that matter to us.

Locally, nationally and internationally, we run diverse and dynamic programmes; provide access to kosher food and accommodation; passionately engage with Israel; initiate inspiring interfaith projects; and proudly support social action.

For over 100 years, we've been **leading, defending and enriching** Jewish student life across the UK and Ireland, and we're proud to be the voice of Jewish students.

#### Our core values:

- **Cross-Communalism:** we believe that UJS and J-Soc activities should be open to all Jewish students regardless of religious affiliation or denomination.
- **Peer-leadership:** we believe in empowering students to run their own programming for their peers.
- **Representation:** we believe that Jewish students should have their voices heard both locally and nationally. J-Soc committees and the UJS President are elected roles which consider the views of their members and in turn represent the views of Jewish students to the wider community.
- **Engagement with Israel:** we passionately and proudly connect our students with over 3000 years of Jewish and Hebrew culture, offering opportunities to strengthen, celebrate and explore a personal relationship with Israel as part of an evolving expression of Jewish identity.

## UJS activities

### Our four key areas of work are:

- **J-Socs:** we currently provide training and funding for over 60 J-Socs around the UK and Ireland. UJS offers J-Socs this support in order to enhance their activities and Jewish student life on campus.
  - **Campaigns:** UJS creates and delivers powerful campaigns to defend its members' interests. We work with universities, NUS (National Union of Students) and HM Government to ensure that the needs of Jewish students are met and represented at every level. Our focus is on:
    - a. Fighting antisemitism and prejudice generally – including specific campaigns, Antisemitism training for Student Unions, Holocaust education and interfaith work
    - b. Israel campaigning work – including our Israel Fellows programme across all campuses, inspiring our student leaders to become leaders in the conversation, debate and discussion, creating strong and education-led programming and activity.
    - c. Other campaigns – various initiatives to encourage Jewish students to express their diverse identities on campus, including Liberation (empowering women, LGBTQ+ and disabled students), our partnership with JAMI on mental health provision for Jewish Students, and leading the community on national and international campaigns such as the plight of the Uyghur Muslims.
  - **National Events:** UJS hosts several national events each year to bring Jewish students from J-Socs around the UK and Ireland together. These include weekends away, sport tournaments, charity events and more. In addition, UJS provides an extensive range of programming relating to core issues, such as Israel engagement, Holocaust education, Jewish learning and social action.
  - **Services:** We secure Jewish student accommodation and spaces for J-Soc activities, as well as sourcing kosher food for students on campuses around the country.
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## Job Description:

Remuneration - £28,000 - £35,000 (commensurate with experience)

### Purpose – to support and empower the Sabbatical team, local J-Socs and students

- Support the President/sabbatical team plan and execute their year plan; monitor/report performance thereon, and provide oversight and guidance where appropriate
- Line management responsibility for members of the sabbatical team
- Work closely with Sabbatical team to identify the needs of students and generate ideas, programmes, materials or support as required
- Work with the Sabbatical team on matters of personal and professional development, ensuring UJS is providing the best and most appropriate training to each person, for each role.
- Responsible for HR systems, processes and practices across the organisation, e.g. induction, contracts etc.
- Logistics management of significant student lead projects, e.g. Summit, Conference, Student awards, Freshers packs etc.
- Responsible for the recruitment of the sabbatical staff annually, working alongside the incoming President.
- Support and manage the effective transition between sabbatical teams, including handover, induction and co-ordination of long-term programmes and initiatives
- Manage and co-ordinate all issues relating to UJS managed properties, i.e. Hillel Houses and J-Soc spaces
- Manage the UJS/AJA Welfare grants programme
- Provide support to all team members as needed, especially in peak times

## Person specification:

UJS is looking for an individual who can show some knowledge/experience of working or volunteering in the Jewish community, and a passion for enhancing the Jewish lives of students, through Jewish education, cultural programming, Israel engagement and leadership development.

The successful individual will have an awareness of the issues impacting Jewish students on campus, and the ability to work within a team to think of creative and engaging solutions.

A significant part of this role is the recruitment, supervision and development of the Sabbatical Team at UJS, working hard to ensure that each of them build and grow to provide exceptional support to Jewish students and societies, and to go on to great success in their own careers.

UJS is a busy organisation, working on multiple projects and challenges at the same time. The person we are seeking is very organised and able to juggle multiple tasks and projects at once, whilst maintaining a clear outlook on what is coming round the corner.

Skill	Essential	Desired
Excellent relationship building skills	✓	
Management experience	✓	
Excellent verbal and written communication skills	✓	
Project management experience	✓	
Personal experience at University		✓
Prior involvement with UJS		✓
Exceptional organisation skills	✓	
Working knowledge of the Jewish community		✓
Experience in supporting and/or developing programmes for young people		✓
Ability to stay calm in difficult situations	✓	
Solution focused when faced with challenges	✓	
Willingness to work out of hours when occasionally necessary		✓
Self-motivated	✓	
Excellent time management skills	✓	
Experience with HR systems and processes		✓
Willingness to learn on the job	✓	
Ability to recognise risks, problems or challenges before a project goes “live”	✓	
Ability to work with new-starters and support their development	✓	
Experience managing contracts and external service providers		✓

## Useful additional documents:

- [Latest UJS Annual Review](#)
- [UJS Website](#)
- [Trustee Report and accounts \(Charity Commission\)](#)
- [UJS Facebook](#)
- [UJS Twitter](#)
- [UJS Instagram](#)
- [Strengthening Jewish Identity: What Works?](#)
- [Key Findings from the 2011 National Jewish Student Survey](#)
- [Jewish Lives: A Longitudinal Study to explore the lives of Jewish Secondary School Students and their families](#)

**To apply, please send a cover letter outlining how you meet the person specification and job description above, along with your CV to [recruitment@ujs.org.uk](mailto:recruitment@ujs.org.uk)**

*If you would like an informal conversation about the role, please contact Arieh Miller on [ariehm@ujs.org.uk](mailto:ariehm@ujs.org.uk) or call 020 7424 3288*