

## APPLY TO BE PART OF THE UJS SABBATICAL TEAM 2019-2020

### 100 years of leading, defending and enriching Jewish life on campus

#### 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 mixed backgrounds.

##### Why choose us?

Whether you are attracted by our long-standing reputation 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, 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.
- Possibility to partake in an internship of 1-2 weeks at a range of commercial and charitable companies.
- Opportunity to have a dedicated external mentor from a field of work you prefer.
- 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).
- You will have the opportunity to work with and be part of high profile meetings within the community as well as other organisations and stakeholders.
- You may be able to travel as part of a UK delegation to Geneva, Brussels, Israel, USA, Budapest, or elsewhere based on opportunities.

### **Job Description**

**What job are you applying for?** You are applying for a **Sabbatical position** at UJS and thus your area of work will focus on one or more of the followings: **J-Soc support and campus fieldwork, campaigns and public affairs, communications, social action, holocaust education, interfaith, Israel trips.**

As part of the role, you will gain skills and knowledge in the different areas and will be requested to lead on specific projects based on your interests and the priorities of the organisation. All these roles are interlinked and present shared responsibilities and impact on Jewish student life.

**Location:** NW London and across the UK and Ireland

**Contract:** 10 months (Start date mid- July) and 14.5 days holidays plus statutory bank holidays and Jewish holidays (Rosh ha Shana, Yom Kippur, Sukkot (High Holidays), Passover (High Holidays), Shavuot)

**Salary:** Competitive (for successful candidates that would require relocation to Greater London there is the possibility for a small additional contribution to assist with that relocation)

## Responsibilities

- To Project manage and lead on a variety of projects which could include Student Awards, Holocaust Memorial Day, Social Action, Interfaith Week and many more.
- To write and deliver sessions for UJS programmes, trips and national events such as JAMS, UJS Summit and personalised sessions to J-Socs.
- Work with J-Socs and Jewish students in supporting their local and national events and activities providing them with advice and resources.
- Identify, nurture and train the next cohorts of Jewish student leaders.
- Curate and create resources to equip students for a variety of events.
- 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
- Recruit students for UJS projects and events
- Work closely with communal partners in order to maximise support and resources offered to Jewish students.
- Foster student run events that target different students
- Support the UJS President with enacting their manifesto and delivering their year plan
- Train, support and build relationships with J-Soc committees and Jewish Students
- Produce reports after events you have project managed
- Produce reports for funders in relation to your role
- To lead educational trips outside of the UK

## 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, Programmes, Communications or Campaigns.
- Utilise social media for regular online engagement of students, as well as writing and sourcing blogs and articles
- 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 Software 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.	✓			
Hold a UK Driving License		✓		



## Application Process

To apply, please send the application form and your CV to [natacha@ujs.org.uk](mailto:natacha@ujs.org.uk)

Application deadline: 25<sup>th</sup> January

Group Interview: Week of the 4<sup>th</sup> February

Individual Interview (if successful at the Group stage): Weeks of the 18<sup>th</sup>/25<sup>th</sup> February

If you would like to discuss your application further or have any questions please contact Natacha on [natacha@ujs.org.uk](mailto:natacha@ujs.org.uk). Please note that your application is confidential and that Esther Offenber (President Elect), Emanuele Boccia (Programmes Manager) and Natacha Woodcock (Operations Manager) will be reviewing the first round of applications.