

EXECUTIVE TEAM ASSOCIATE

JOB TITLE

Executive Team Associate

ANNUAL SALARY

£24,000

HOURS

Full time

CONTRACT

6-12 month contract depending on candidate's availability.

LOCATION

North Finchley, London; home working with at least two office days per week. Opportunity for travel within in the UK.

BENEFITS INCLUDE

- All Jewish holidays PLUS additional holiday allowance
- Employee Assistance programme including access to 24 hour online GP service for employees and their family
- Bespoke training programme
- Hybrid and flexible working supported

WHO WE ARE

University Jewish Chaplaincy supports students in 13 regions at universities around the UK. Our chaplains and chaplaincy couples are there for Jewish students of all backgrounds and affiliations. They provide a warm, vibrant, inclusive and inspiring Jewish environment with thousands of students benefiting every year from their pastoral, spiritual and practical support. Our goal is to give Jewish students – wherever they may be – access to a UJC chaplain.

WHAT WE DO

University Jewish Chaplaincy works with students across the UK to enhance the Jewish student experience. We aim to create a warm, inclusive environment in which Jewish students of every background can live happy inspired Jewish lives. From offering a listening ear to running inspiring and engaging educational sessions; from being there in times of crisis to creating the familiar experience of Shabbat meals, our chaplains are uniquely poised to assist students when and where they need it most.

THE ROLE

This is an exciting opportunity to join our fast-paced head office team in London and help make a significant difference to Jewish student life on campus. The core focus of the role is on the efficient, day-to-day running of our operations supporting our campus Chaplaincy teams across the country. You will have daily contact with our campuses around the country as well as the CEO, Finance Manager and Head of Fundraising. The role will be varied and exciting, ranging from administrative assistance to fundraising support to travelling to run events with Chaplains. There are opportunities for direct contact with students, Chaplains, stakeholders and donors on a regular basis. There will also be an opportunity to follow a bespoke training programme to improve future career prospects in line with the candidate's interests and aspirations.

YOU SHOULD APPLY IF

You have an interest in helping support Jewish student life on campus by becoming part of our head office team. You enjoy a varied work environment, working on multiple projects at once. You have a sense of humour and are happy to pitch in on the often varied and interesting challenges that will come your way.

To apply for the position please email Michali on michali@mychaplancy.co.uk for an application pack.

If you would like an informal chat to discuss the position please call or email Sophie Dunoff on 0208 343 5678, sophie@mychaplancy.co.uk.

APPLICATION DEADLINE

Preferred start date July with some flexibility.



FOR MORE INFO

For more information please visit mychaplancy.co.uk/about-us/job-opportunities
@ [university_jewish_chaplancy](https://www.instagram.com/university_jewish_chaplancy) | [f JewishChaplancy](https://www.facebook.com/JewishChaplancy) | [X JewishChaplain](https://www.x.com/JewishChaplain)

JOB DESCRIPTION

JOB TITLE	EXECUTIVE TEAM ASSOCIATE		
CHAPLAINS' SUPPORT	<ul style="list-style-type: none"> • Travel to regions to assist with running of events • Advise Chaplains on sourcing items for events or their homes, IT solutions, integrating into life in the UK • Support new Chaplains with programming support and creation 		
RESEARCH AND POLICY SUPPORT	<ul style="list-style-type: none"> • Work with CEO on policy and research projects as they arise • Support with Government and major stakeholder engagement • Report drafting 		
OPERATIONS DUTIES	<ul style="list-style-type: none"> • Assistance in planning and co-ordinating 5 day annual residential training seminar • Support with IT and phone systems • Ongoing property management • Assisting with property moves and relocations prior to new Chaplains' arrival • Managing general inquiries from Chaplains and the public • Arranging and minuting weekly team meetings 		
GENERAL OFFICE ORGANISATION	<ul style="list-style-type: none"> • Communications and general correspondence (post, email, phone) • General administrative and diary support to Head Office team, Board of Directors • Assistance in planning and co-ordinating events, meetings, training days, AGM as well as attending training seminar and certain other events • Co-ordinating travel schedules for CEO and Chief Strategist and Rabbinic Head • Co-ordinating recruitment trips to the UK and Israel • Administrative support to the Finance Manager • Management of website and liaison with web developer 		
FUNDRAISING SUPPORT	<ul style="list-style-type: none"> • Administrative support for Head of Fundraising • Administrative support in running fundraising events and activities (shared duty) 		
TRAINING	<ul style="list-style-type: none"> • Opportunity to join a training programme/course. This could include for example Health & Safety training, project management training, charitable finance or governance training, safer recruitment training, social media training, marketing training, fundraising training. 		
CAPABILITIES AND PERSON SPECIFICATION		DESIRABLE	ESSENTIAL
	Excellent time and workload management skills		✓
	Strong IT skills including Excel		✓
	Good written and verbal communication		✓
	Ability to work independently and as a team player		✓
	Knowledge of Jewish community/faith/rituals/laws		✓
	Passion for helping Jewish students		✓
	Sense of humour		✓
	Shares University Jewish Chaplaincy's commitment to safeguarding and promoting the welfare of our service users	✓	
Background checks and a Basic DBS check will be required.			

FOR MORE INFO

For more information please visit mychaplaincy.co.uk/about-us/job-opportunities

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