



## Job Description

### Leeds Jewish Representative Council

<b>Job Title:</b>	Business Administrator
<b>Location:</b>	Marjorie and Arnold Ziff Community Centre, LS17 / Working from home
<b>Reports to:</b>	Chief Executive Office (COO)
<b>Hours:</b>	16 hours per week (flexible to work during some evenings and weekends)
<b>Salary:</b>	£13ph (£25K per annum pro rata)
<b>Annual Leave:</b>	11 days per year, public bank holidays and the following Jewish festivals that fall on a working day: 2 days Rosh Hashanah, 1 day Yom Kippur, 4 days Sukkot, 4 days Pesach

#### 1. Purpose of the role

To support the LJRC in meeting its goals which are to:

- cultivate and maintain a high performing, strong and resilient organisation
- be part of a high performing, strong and resilient community

#### 2. Brief Background

More than 150 years old, the LJRC is a not-for-profit organisation that is driven by Jewish values and plays a fundamental role in supporting 50-plus partner organisations (affiliates) and representing over 8,000 Jewish people who live in Leeds. The role we play is ever-evolving depending on need, opportunities and priorities, to ensure our community remains vibrant, engaging and sustainable for many years to come. The Business Administrator will support the Chief Operations Officer in leading these transitions in a professional capacity.

#### 3. Key areas of responsibility

This job description sets out the scope of the role of Business Administrator at the LJRC, together with the main duties of the post. It is not a definitive list as the post holder may be required to carry out other duties from time to time but without changing the nature of the post or the level of responsibility.

One of your key areas of responsibility will be to support the COO and LJRC Board members in achieving the LJRC's goals. In doing so your role will involve upholding the LJRC's position within the community and to raise its profile amongst all partner organisations (affiliates), key stakeholders, and Jewish people who live in and around Leeds.

## 4. Main Duties

You will be expected to:

- Respond to day-to-day enquiries in a timely and professional manner.
- Promote partner organisation events and activities via social media.
- Coordinate the LJRC's annual fundraising drive. This includes producing engaging and appealing content that presents the LJRC as an attractive proposition to patrons, existing and prospective advertisers and affiliates, so that, as a not-for profit organisation, it can continue to generate vital income.
- Maintain and keep up-to-date, a database of patrons, advertisers and affiliates, which includes issuing invoices, following up payments and thanking all donors, whilst delivering regular updates to the Finance Director.
- Organise and coordinate the LJRC's annual events (such as Remembrance Sunday), which includes liaising with key local dignitaries, venues, caterers and veteran organisations.
- Ensure that content, including blogs, adverts and events included on the LJRC and Leeds Jewish Community websites are kept up to date.
- Promote news and events on social media.
- Be willing to undertake professional development training where necessary.
- Assist the COO with the development of the community's crisis and contingency plan. As part of this, you will be responsible for producing, maintaining and helping to implement cross-communal best practice, policies and processes, so that key information can be cascaded effectively and efficiently during times of crisis. You will also work collaboratively with key partner organisations and coordinate training and support where needed.
- Assist the COO in planning and delivering regular workshops and events for community members and partner organisations.
- Assist the COO in the production of an annual report.
- Support the COO in delivering a strategic plan to help to deliver the LJRC's goals year-on-year.
- Attend meetings and events as and when required.

## 5. Additional Duties

You will be expected to:

- Utilise appropriate outlets to raise the profile of the LJRC and Leeds Jewish community, including social media; LJRC and Leeds Jewish Community websites; magazine articles; newsletters; print and broadcast media, and at local, national and international events.
- Coordinate responses to media enquiries and produce statements, press releases and articles
- Produce written content for a range of mediums, including the LJRC and Leeds Jewish community websites, shul magazines, Jewish media and corporate literature.
- Work collaboratively with partner organisations to create and manage cross-organisational, integrated marketing strategies.
- Proof-reading and editing.
- Working with web developers in the design and publication of online content.
- Media handling, including coordinating media responses, writing statements, press releases and articles.

## **6. Qualifications, Experience, Qualities & Skills and Knowledge**

**You will need to demonstrate that you have the necessary Qualifications, Experience, Qualities & Skills and Knowledge, in the following areas (E – Essential D = Desirable):**

### **Qualifications:**

- Business Administration NVQ or equivalent (E)

### **Experience – you should have experience of:**

- Working with designers and printers in the production of corporate and promotional material, from planning through to publication (D)
- Stakeholder and partnership working (E)
- Working for or within a Jewish community (E)
- Working within a public sector or not-for-profit organisation (E)
- Microsoft Office, CRM and Web (E)
- Fundraising (E)

### **Qualities & Skills – you should:**

- Have excellent verbal, written (including editing and proof-reading), communication and interpersonal skills (E)
- Be quick thinking, adaptable and have a strong sense of personal responsibility (E)
- Be analytical and inquisitive, with excellent attention to detail (E)
- Be credible, confident and articulate, with good presentation skills (E)
- Be reliable, flexible, cooperative as well as diplomatic, tactful and personable (E)
- Be self-motivated and passionate about driving ideas forward (E)
- Be able to confidently handle sensitive information, identifying and dealing with any potentially contentious issues that might arise (E)
- Be able to organise and prioritise your workload and respond to queries in a timely, efficient and professional manner (E)
- Have a flexible approach and be able to adapt to changing priorities, needs and requirements. This includes making yourself available, wherever possible, outside of your contracted working hours (E)
- Be able to work confidently alongside a variety of people, from colleagues and lay leaders, to community members, beneficiaries and stakeholders (E)

### **Knowledge – you should also:**

- Have a good level of understanding of the Leeds Jewish community, Jewish religious and cultural practices, as well as local and national political issues that might affect the local and national community (E)
- Be able to promote and stand by a set of key Jewish values that reflects the way in which you lead and conduct yourself (E)