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**Officer Vacancies 2020**

**To: Liberal Judaism Council Members**

As laid out in Article 9 of the Memorandum and Articles of Liberal Judaism (ULPS), the Liberal Judaism Council shall at the AGM (to be held this year on 7 July) elect Directors, known within Liberal Judaism as Officers, for a three-year term. Any interested candidate may seek election as a Director and trustee in accordance with Article 29 (Election of Directors) of the Memorandum and Articles.

**The Board of National Officers currently comprises of the following individuals:**

* Ruth Seager, Acting Chair, elected 2018
* Karen Newman, Vice Chair and Officer with responsibility for safeguarding and HR, elected 2018
* Paul Silver-Myers, Treasurer, elected 2019
* Graham Carpenter, Israel and Diaspora, elected 2018
* Amanda McFeeters, Company Secretary, elected 2017
* Robin Moss, Strategy, elected 2017
* Ros Clayton, Fundraising, elected 2017
* Jane Drapkin, Social Justice, elected 2018
* Hannah Stephenson, Youth, elected 2019
* Rabbi Aaron Goldstein – Chair of the Conference of Liberal Rabbis and Cantors

**Resignation since last the AGM in July 2019:**

* Simon Benscher, Chair, resigned February 2020
* Jackie Richards, Diversity and Inclusion, resigned April 2020

The Memorandum and Articles of Liberal Judaism (ULPS) require:

* A Chair – Ruth Seager, current Acting Chair, will be seeking election as Chair at the AGM (though any other Member of Liberal Judaism can apply to be a candidate in the election)
* A Deputy Chair (should Ruth Seager not be elected Chair, she would revert to her previous elected role as Deputy Chair and there would be no election for Deputy Chair)

Of the three other Officers who are up for re-election in 2020, Robin Moss has indicated that he will not be seeking re-election and Ros Clayton and Amanda McFeeters have indicated that they will. **Therefore, in addition to the elections for Chair and Deputy Chair, there will be elections for up to four additional Officers**, with Ros Clayton and Amanda McFeeters having indicated that they wish to run for re-election for two of those roles.

**Advert:**

Liberal Judaism is seeking a few exceptional, committed and inspiring individuals to join The Board of National Officers. Specifically, we are seeking:

* A **Chair**, to lead to Board – Ruth Seager (Acting Chair) is currently in this role and has indicated she wishes to run in the election to be Chair
* A **Deputy Chair** – to deputise for the Chair on occasions and to take on another portfolio as agreed with the Chair
* A **Company Secretary** – to lead on the Board’s internal governance and Liberal Judaism’s legal workings – Amanda McFeeters, who is currently in this role, as indicated that she will be standing for re-election
* An **Officer for fundraising** – to support the movement to develop ane execute a fundraising strategy – Ros Clayton, who is currently in this role, as indicated that she will be standing for re-election
* An **Officer with the Leo Baeck College portfolio** – to represent Liberal Judaism’s interests and values in our wok with the Leo Baeck College
* An **Officer for Community Development** – to support the movement to strategise support for existing communities and potential for the growth of new communities

The Board of National Officers, though none individually are formally representative of their own communities, seeks to be a diverse group with a wide range of skills and backgrounds. We therefore would welcome applications from Members of communities not currently represented on the Board (especially outside of London); those with particular skills in marketing and communications; and those from minority and/or historically underrepresented backgrounds.

As a National Officer you will sit on the Board, which provides overall strategy and governance for Liberal Judaism. If you think you have the right mix of skills and dedication to support the national movement we would encourage you to apply.

Role Description and Person Specification can be found below.

For more information please contact Shelley Shocolinsky Dwyer shelley@liberaljudaism.org or to apply (CV/Cover letter and supporting statement) contact Rabbi Charley Baginsky c.baginsky@liberaljudaism.org

For an informal conversation regarding the Board of National officers and its work please contact the current Acting Chair, Ruth Seager r.seager@liberaljudaism.org

Closing date for applications: 15 June 2020

**Process for Recruitment:**

1. Send CV and covering letter with a supporting letter from a leader within Liberal Judaism or its constituent congregations
2. Deadline – 15 June 2020
3. Election at AGM

**Board of National Officers Terms and Role Descriptions**

**General Officer (6 vacancies)**

**Mission of Liberal Judaism:**

Liberal Judaism is the dynamic, cutting edge of Modern Judaism; existing to ensure everyone has a home for their Jewish story.

**Vision:**

To transform the way people connect, visualize and engage with their Judaism

**Core Values:**

1. A proud, outward facing movement that seeks growth through reaching out to the non-affiliated and ensures retention through a welcoming, inclusive, diverse communal approach
2. Promoting a philosophy of co-operation amongst our constituent communities
3. Profound influence for social change
4. Championing the centrality of an active tension between the past and contemporary meaning in order to ensure a Judaism that is alive, relevant and connecting.

Liberal Judaism aims to exist to carry out this mission and seeks ways continuously to bring its vision into fruition. It is the central body responsible for supporting its consistent communities and representing them on a national and international stage.

**The Responsibilities of National Officers (Trustees):**

1. Share in the overall governance of the charity, having ultimate responsibility for compliance with charity law, company law and with Liberal Judaism’s own charitable objectives and articles of association
2. Ensure that Liberal Judaism pursues its objects by overseeing the development of, and agreeing, a long term strategy
3. Ensure that Liberal Judaism applies its resources exclusively to achieve its charitable objects
4. Ensure that Liberal Judaism is financially stable
5. Ensure the effective administration of Liberal Judaism, including having appropriate policies and procedures in place
6. Appoint and line manage the work of the Chief Executive and Senior Rabbi of Liberal Judaism
7. In conjunction with the senior staff member, prioritise Liberal Judaism’s activities and monitor progress
8. Safeguarding the name and values of Liberal Judaism
9. Represent the collective view of the Board in wider forum

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise. Trustees must be aware of an deal with any potential conflicts of interest or conflicts of loyalty.

Members of the Board of National Officers should expect to meet at least ten times a year at specific Board meetings. Trustees are expected to attend no less than seven of these meetings a year. Members of the Board of National Officers are expected to attend the AGM for Liberal Judaism and the quarterly Council Meetings. We recognize that there may be exceptional circumstances that mean this is not possible and this should be discussed with the Chair.

We aim to have a board of 10-14 people that is relatively balanced in terms of gender and age and communal representation. All trustees must be a member of good standing of a constituent Liberal Synagogue.

**Person Specification:**

Essential:

● Commitment to Liberal Judaism

● Commitment to attend meetings and Liberal Judaism events

● Strong communication skills

● Strong relationship building skills

● An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

● An ability to think creatively

● An ability to work effectively as a member of a team

Desirable:

● Experience in third sector organizations

● Experience of giving constructive feedback

Please send a CV and brief covering letter to c.baginsky@liberaljudaism.org by 15 June 2020.

**Chair of the Board of National Officers**

**Deputy Chair of the Board of National Officers**

**Vice Chair of the Board of National Officers**

As well as the responsibilities that come with being an Officer the individuals fulfilling these roles are expected to:

1. Provide leadership to Liberal Judaism and the Board of National Officers, ensuring that the Trustees fulfil their duties and responsibilities for the effective governance of the Charity
2. Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction
3. Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability and the management of risk
4. Ensure that the governance arrangements are working in the most effective way for Liberal Judaism
5. Work within any agreed policies adopted by Liberal Judaism
6. Act as an ambassador for Liberal Judaism, and as a spokesperson for the organisation when appropriate, representing Liberal Judaism at external functions, meetings and events
7. Chair meetings of the Board of Trustees effectively and efficiently
8. Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of Liberal Judaism and that the Board takes collective ownership
9. Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives
10. Liaise with the Chief Executive to maintain an overview of Liberal Judaism’s affairs, providing support as necessary
11. Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees

**Person Specification for all three roles:**

Essential:

* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Experience of operating successfully in a voluntary or professional role in the Jewish community
* Able to demonstrate a strong and visible passion and commitment to the charity and its strategic objectives
* Personal gravitas, strong inter-personal skills and able to act as an ambassador for Liberal Judaism
* Able to listen and engage effectively with strong networking capabilities
* Experience of charity governance and working with or as part of a Board of Trustees
* Experience of external representation and managing stakeholders
* Significant experience of chairing meetings and events
* Experience of operating at a senior strategic leadership level within an organisation
* Strong leadership skills, ability to motivate staff and volunteers and bring people together
* Financial management expertise and a broad understanding of charity finance issues
* Good understanding of charity governance issues
* Ability to commit time to conduct the role well, including travel and attending events out of office hours

Desirable:

* Experience in third sector organizations and current issues within the sector
* Experience of fundraising, including major donors
* Experience of managing staff at a senior level
* Experience of giving constructive feedback

**Deputy Chair of the Board of National Officers**

The Deputy Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

**Vice Chair of the Board of National Officers**

The Vice-Chair undertakes assignments at the request of the Chair/Board and may stand in for the Chair when the Deputy Chair is not available.

**Company Secretary**

As well as the responsibilities that come with being an Officer the individual fulfilling this role is expected to:

1. Prepare the agenda for BoNO meetings in consultation with the chair and chief executive and ensuring that they are circulated in advance.
2. Check that meetings are quorate and decisions are made in line with the Articles of Association.
3. Ensure that minutes are taken, circulated and signed by the Chair once approved.
4. Maintain an overview on actions agreed at BoNO meetings and check that they have been carried out.
5. Work with the relevant member of staff to ensure the timely submission of reports and other compliance documentation to the Charity Commission and Companies House.
6. Sit on complaints, recruitment and disciplinary panels as required.

**Person Specification**

Essential:

* Commitment to Liberal Judaism
* Commitment to attend meetings and Liberal Judaism events
* Strong communication skills
* Strong relationship building skills
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Experience of the administration required by a voluntary sector board of trustees
* Experience of taking or overseeing the production of minutes
* Ability to commit time to conduct the role well, including travel and attending events out of office hours
* Experience of giving constructive feedback

Desirable:

* Experience in third sector organizations and understanding of current issues within the sector
* Experience of the regulatory environment for registered charities in the UK

**Officer with Fundraising Portfolio**

The overall role of the Officer with responsibility for Fundraising is to support the development and implementation of the fundraising strategy within Liberal Judaism, ensuring that there are clear goals and targets and monitoring that they are met.

As well as the responsibilities that come with being an Officer the individual fulfilling this role is expected to:

1. Oversee the development of Liberal Judaism’s fundraising strategy and support its implementation
2. Keep the Officers informed of and focused on the continual development of fundraising
3. Support the Senior Staff with fundraising responsibilities in their role
4. Convene the supporting Fundraising committee

**Person Specification:**

Essential:

* Commitment to Liberal Judaism
* Commitment to attend relevant external meetings and Liberal Judaism events
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Good understanding of the role of fundraising within the charitable sector
* A strong understanding of the multiple methodologies within fundraising
* Significant governance experience
* Strong communication skills
* Experience of developing and implementing fundraising strategy

Desirable:

* Experience of working at or being a trustee of other charities
* Experience of giving constructive feedback
* Experience of being both a doner and a fundraiser

**Officer with Community Development Portfolio**

The overall role of the Officer with responsibility for Community Development is to support the development and implementation of the strategy for community development within Liberal Judaism, ensuring that they are clearly articulated internally and to communities at large and established in relationship with said communities.

As well as the responsibilities that come with being an Officer the individual fulfilling this role is expected to:

1. Oversee the development of Liberal Judaism’s community development strategy and support its implementation – with particular current emphasis on the Passport Scheme.
2. Keep the Officers informed of community development projects and how they can support
3. Support the Senior Staff with community engagement and strategic development responsibilities in their role
4. Liaise with officers in regard to their link communities

**Person Specification:**

Essential:

* Commitment to Liberal Judaism
* Commitment to attend relevant external meetings and Liberal Judaism events
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Good understanding of the diverse nature of Liberal Judaism constituent communities
* A strong understanding of the demographic of British Jews
* Significant governance experience
* Strong communication skills
* Experience of working with communities and responding to their needs and experiences.

Desirable:

* Experience of working at or being a trustee of other charities
* Experience of giving constructive feedback
* Experience of multiple Jewish community settings.

**Officer with Leo Baeck College Portfolio**

The overall role of the Officer with responsibility for Leo Baeck College is to represent Liberal Judaism in their relationship with Leo Baeck College, ensuring that both parties have an active and engaged relationship with each other and that BoNO are regularly updated about matters regarding Leo Baeck College.

As well as the responsibilities that come with being an Officer the individual fulfilling this role is expected to:

1. Attend LBC related meetings
2. Keep the Officers informed of LBC changes and progress, particularly in relation to finance.
3. Support the Senior Staff in their relationship with the College
4. Ensure that LBC remains a continual item on the BoNO agenda

**Person Specification:**

Essential:

* Commitment to Liberal Judaism
* Commitment to attend relevant external meetings and Liberal Judaism events
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Good understanding of the diverse nature of Liberal Judaism constituent communities and their rabbinical needs
* A strong understanding of the centrality of Rabbinic Training Institutions
* Significant governance experience
* Strong communication skills
* Financial experience

Desirable:

* Experience of working at or being a trustee of other charities
* Experience of giving constructive feedback
* Experience of multiple Jewish community settings.