

Job Title	Administration and Communications Assistant
Reporting To	Director of Community Partnerships
Salary	£25k p/a (pro-rata) 4 days/week (28 hours per week)
Based At	A mix of home and in our offices in Central London
Works Closely With	Director of Community Partnerships, CEO and COO

This job description is temporary and recognises changes in the nature of your work during the office closure due to COVID19. It is expected that, upon returning to the Montagu Centre, your responsibilities will shift back. This will be discussed with you at the time.

1. Providing a warm and professional welcome

The post holder is often the first person Liberal Judaism's members, and potential members, will see or speak to. Duties include:

- Answering the phone and responding to email queries in a professional and positive manner.
- Answering initial queries about Liberal Judaism services and events; keeping up to date with the movement's exciting events, growing communities and ground-breaking projects.

2. Assisting the Finance Officer with banking, invoicing and credit control

The post holder is central to the smooth financial operation of Liberal Judaism. Duties include:

- Recording payments received and banking cheques.
- Writing and sending invoices, as required.
- Chasing unpaid invoices, by email and on the telephone.
- Using spreadsheets to record payments received for special events, chasing non-payment where necessary.

3. Supporting Liberal Judaism communications

- Managing the Liberal Judaism website and social media outlets
- Updating and sending email newsletters
- Preparing reports.
- Managing Thought for the Week
- Advising on outreach & comms issues
- Creating graphics & fliers for social media
- Keeping an eye on social media etc. for new events to promote
- Managing Board of National Officers Link Communities Advice
- Occasionally advising communities on tech/social media issues
- Occasionally managing social media during events

Other job roles for the post holder include:

4. Providing administrative support to LJY-Netzer

- Assisting our youth movement, LJY-Netzer, with administrative tasks (including invoicing and chasing payments, researching and booking sites, and other tasks as required).

5. General

- Attending staff meetings, learning sessions and other relevant events.
- Being flexible and helping out when needed with other major projects.

This is a guide to the nature of the work required of the Administration and Communications Assistant. It is not wholly comprehensive, exhaustive or restrictive and may be reviewed with the post holder and the line manager from time to time. The post holder may be required to work some anti-social hours, by mutual agreement, and will be given time off in lieu of this work.