

RECRUITMENT PACK

Senior Executive Assistant



Hello & Welcome

Thank you for your interest in working for the Movement for Reform Judaism. (MRJ).

These are exciting and historic times for our organisation as we embark on a journey together with Liberal Judaism with a view to growing and strengthening Progressive Judaism in the UK. This is a great time to be part of our team as we begin to map out our new plans and begin to reap the benefits. This role will be pivotal in our plans as you will be working to serve the needs of both Movements and their respective CEOs.

We care deeply about our team, and the work we do together. We embrace hybrid and flexible working practices and encourage our staff to be the best they can be. Core to our working culture is Respect, Inclusivity and Team Work.

As the national umbrella organisation of 42 communities, consisting 35,000 people we aim to model our values in everything we do. We work closely with all our communities, supporting them to reach their true potential. When our plans come to fruition and both organisations become one our organisation will represent 45,000 people across 83 communities.

We currently employ 12 full time staff and 9 part time staff, many of whom work closely with those leading and working within our communities.

Our Mission

To enable the growth of a vibrant Reform Judaism, inspiring individuals and communities with Reform Jewish values and traditions

Our core values

Treasuring tradition, finding holy in the new

We are blessed with millennia of Jewish wisdom, as well as a world which continues to give us new insights and understanding. Our Judaism is strongest when we value all of these sources of inspiration – building Jewish community which remains true to our history and evolves to face the future. We empower every member to find their own path to meaning through informed decision making, providing transformative education and events to support them throughout their lives.

Social Justice

It is central to our duty as Jews to continue the sacred mission started at creation of perfecting the world we live in – l'tikkun olam. We heed the calls of our tradition which tell us that we all have responsibility for the wellbeing of our fellow humans and to always pursue justice. In doing this, we bring holiness into the world. Reform Judaism enables our communities to play their part as active citizens for one another, wider society and our world. We speak up for our values – ensuring they are heard inside and outside our community. Where there is persecution, we speak out, and where there is destruction, we do not remain silent.

Equality and Inclusivity

Every person is created b'tzelem elohim – in the image of God – and should have equal value in our communities and our society. We hold an uncompromising commitment to building communities which are built on egalitarianism and welcome all – no matter their gender identity, sexual orientation, race, ability or any other characteristic. Our diversity enriches us – we can achieve more when we enable every person to make their unique contribution to our communal life.

Israel

We are committed to Israel as a collective project of the Jewish people – to build a Jewish and Democratic state which stands as an ohr l'goyim (a light to the nations) and a safe haven for Jews facing persecution. Together, we stand with those Israeli citizens and organisations pursuing democracy, religious freedom and human rights for all within Israel's borders. We will do all we can to bring about the day when Israelis and Palestinians both have secure states, able to live side-by-side with dignity and peace.

Strengthening Jewish life in the UK

Every Jewish person should have the opportunity to lead a full and fulfilling Jewish life in this country. We ensure our members have access to meaningful ways to engage at every stage of their journey through life. Innovation is welcomed to find new ways to inspire, especially to strengthen the Jewish identity of our young members as the future of British Reform Judaism. We enable our communities and members to respond to the changing realities of Jewish life in the UK – dealing with challenges and threats they may face. We welcome unaffiliated Jews, or those disillusioned with their connection to Jewish life, to find Jewish life which is authentic to them in our communities.

Pay & Benefits

Salary: c£35,000 - £38,000 p.a.
(Possibly more for an exceptional candidate)

Flexible and Hybrid working
a minimum of 3 days per week in the office

33½ Hour week

21 days holiday rising to 26 after 3 years, plus all holidays as observed by Reform Judaism when they fall on your normal work day and Bank Holidays

Life Insurance (2 x salary from day 1, 4 x salary after two years)

Subsidised lunches

Employee Assistance Scheme that includes your partner and immediate family living at home

More information

If you have any questions, or would like to speak to someone about this vacancy, please contact:

gshulman@rjuk.org

Our recruitment process

To comply with our [safer recruitment policy](#), all applications must be on our application form. Ensure that you read the job description and person specification for the position that you are applying for. It's important you can demonstrate in your application that your knowledge, skills and experience meet our person specification. It is also important that you provide evidence you can undertake the duties in the job description and provide examples.

If you are invited for interview, you will be expected to substantiate the content of your application form with examples and you will also asked questions based on the person specification. To apply download the application form on our website.

References

Offers for job roles are subject to the receipt of two references that we consider satisfactory. Please ensure that one referee is your current or most recent employer. We will not contact referees until an offer has been made and we have received confirmation from you that you are ready for us to

contact the referees. Some roles will require a DBS.

Job Description

Reports to: Chief Operating Officer

Liaise: Chief Executive Officers (MRJ and LJ), staff team, Trustees,
External organisations

PURPOSE

- To run the office of the Chief Executives of the Movement for Reform Judaism and Liberal Judaism
- Provide administrative support to the Boards of both movements, Advisory Board, sub-committees and the Senior Management Teams

RESPONSIBILITIES

CEO Office

Clear and precise diary management, and communication

Coordinate and manage attendance for all appointments, events and high profile appointments

First point of contact for all those trying to reach the CEOs

Proactive planning to ensure optimum delivery and representation

Prepare all CEO formal letters, notes and emails to high profile individuals or organisations

Ensure all resources and materials used by the CEO office are up to date and relevant

Manage the expenditure budget of the CEO office and ensure timely reporting

Board Support/Governance

To manage all administration in support of regular board meetings and general meetings

Notice of the AGM and Council meetings including the timely preparation and dispatch of documents.

Provide administrative support to Progressive Judaism Advisory Board and sub-committees including the Governance and Nomination, Board of Deputies and Finance and Investment

Senior Management Team Support

Provide proactive and timely support for members of the Senior Management Team for annual events and meetings

Proactively ensure that MRJ sends a representative in response to invitations to synagogues, funerals, communal and national events.

Produce certificates for synagogue anniversaries and milestone events

Proof read documents ensure 100% accuracy

In liaison with the Rabbi responsible for updating the Calendar of Torah readings, ensure that there are always 3-years of advanced dates on our website

Ensure that letter-head templates are updated in line with Trustee changes

About You

Experience

Previous experience at working at senior management level

Multiple diary and expenses management

MS Office (including Teams, OneDrive, Sharepoint), databases, mail merge

Multi-tasking and prioritising

Skills & Abilities

Ability to learn something new

Competency in the use of IT (knowledge of updating websites desirable, but training provided)

Excellent written and verbal communication

Exceptional accuracy and eye for detail

Ability to plan ahead and meet deadlines

Personal Qualities

Team player with a can-do attitude

Flexible to meet the needs of the job role

Exceptionally well organised

Excellent telephone manner

Has initiative and willing to use it