

**Recruitment Pack**  
**Head of HR**  
**24 hours/week flexible**  
**Deadline: 14 October 2024**



Thank you for your interest in the role of Head of HR.

We are looking for a qualified Human Resources professional to work in this varied and often independent role, to provide HR services to both our organisations, for a number of partner organisations to which we outsource operational services, and to provide HR advice for our communities.

The Movement for Reform Judaism and Liberal Judaism are separate organisations, which are currently working towards coming together as one charity. The successful candidate will initially be employed by the Movement for Reform Judaism, working closely with Liberal Judaism as a partner organisation. They will be a key member of the senior team working to bring the two charities together.

## About us

### Who we are:

Reform and Liberal Judaism make up the second largest Jewish denomination in the UK.

- We consist of 80 member communities across the UK, with an adult membership of over 26,000.
- 23 of our communities are in Greater London,
- We work with Jews of all ages: 1 in 4 of all Jewish students at university identify as Progressive Jews
- We are part of an international movement. The World Union of Progressive Judaism consists of nearly 2 million people across 1250 communities in 50 countries.

Historically, in the UK Reform and Liberal Judaism have worked as two separate organisations. In 2023, it was announced that they would be working together to create one movement to represent all of the UK's Progressive Jews.

### What we believe:

Our core values include:

- **Commitment to Jewish scholarship and innovation:** we believe that our forms of Jewish life add meaning to our lives, and that everyone should be able to access a Jewish life that is welcoming, rich and inspiring, embracing innovation in religious observance alongside our textual and ritual inheritance.
- **Commitment to equality and inclusivity:** we believe that we are all created in the image of God, and therefore hold an uncompromising commitment to building communities built on the equality and welcoming to all, no matter their gender identity, sexual orientation, race, ability or any other characteristic.
- **Commitment to social justice, interfaith dialogue and social cohesion:** we believe that fundamental to Jewish life is to be a force for good in the world, playing an active role in shaping a society that reflects our Jewish values, recognising the moral equality of all peoples.
- **Commitment to diverse voices as a Jewish principle:** we recognise that people bring diverse beliefs and opinions, and seek to create communities that are capable of holding diversity and respectful disagreement.

### What we do:

The main areas of work of the movement are:

- **Communities:** Strengthening, supporting, and connecting our communities.
- **Communication and External Affairs:** Communicating and amplifying our values, and form of Jewish life, in the wider, faith and Jewish world
- **Status and Outreach:** Enabling and encouraging individuals, families and new communities to enter Progressive Jewish life.
- **Youth, Students and Young Adults:** Inspiring and connecting the next generations of Progressive Jews.

Additionally, the Movement for Reform Judaism provides services to a number of partner organisations in the areas of finance, risk, IT, compliance and HR.

## The Role

The Head of HR will join our team at this exciting time in the development of Progressive Judaism in this country.

You will be responsible for delivering all aspects of Human Resources for the Movement for Reform Judaism (MRJ) and Liberal Judaism (LJ), as well as for partner organisations to which we provide outsource operational services and advising communities on their employment and HR practices. You will be proactive in creating and implementing policies and procedures as well as embedding and promoting new employment legislation.

As we move towards the coming together of MRJ and LJ, you will be responsible for ensuring we follow a smooth HR and employment transition through this period of change. You will ensure that the organisation has a human resource strategy in line with the vision, values and objectives of the charity.

## Terms and benefits

**Reports to:** Chief Executive Officer of the Movement for Reform Judaism

**Salary Range:** £60,000 - £66,000 p.a. pro-rata  
(according to qualifications and/or relevant experience)

- Flexible working across a 24 hour week (mainly office based, with some WFH)
- Pro rata 21 days holiday rising to 26 after 3 years, plus all holidays as observed by Reform Judaism when they fall on your normal workday.
- Pension up to 7% employer contribution after two years' service
- Life Insurance (2 x salary from day 1, 4 x salary after two years)
- Subsidised lunches from on-site cafe
- Employee Assistance Scheme that includes your partner and immediate family

**The successful candidate will initially be employed by the Movement for Reform Judaism, working closely with Liberal Judaism as a partner organisation.**

## Principal Accountabilities

### Internal Responsibilities

- Be a senior member of the professional team, working with the CEOs to ensure that staff are managed, motivated, positive and supported and that there are agreed and applied HR standards and behaviours
- Lead on staff recruitment and on-boarding, ensuring safer recruitment processes are adhered to, and that all staff have appropriate induction
- Drive appraisal and performance management by
  - liaising with line managers to ensure that staff objectives are clearly set and reviewed and aligned to an agreed strategic plan
  - ensuring that line managers are provided with good practice advice in the planning of staffing requirements, recruitment, absence management, performance management and dismissal
- Take responsibility for human resource management, including the maintenance of personnel records (currently BreatheHR), compliance with employment legislation and associated administration
- Lead on internal restructure/redundancy/disciplinary and grievance processes to ensure a fair and legal outcome for all parties
- Be responsible for sourcing of cost-effective staff benefits, ensuring that they are continually reviewed and where appropriate shared with the communities. This includes the management and annual renewal of Croner-i HR, Private Health, EAP schemes
- Be up to date with new HR legislation, ensuring appropriate and timely implementation including the development and renewal of policies and procedures internally and advice for communities.
- Ensure timely delivery of regular training for all staff, including for Fire Wardens, First Aiders, safeguarding, health and safety
- Oversee HR aspects of the work to bring MRJ and LJ together, sourcing external providers if necessary
- Provide monthly information to the Finance Manager, ensuring the smooth and accurate execution of the payroll run
- Undertake other duties within the scope of the job, as directed from time to time.

### Responsibilities with other organisations

#### *Support for communities:*

- Provide advice, guidance and support to synagogue Lay Leadership and professional staff on human resources, performance management, employment legislation, data protection and health and safety, including proactively developing relationships with lay leaders, clergy and synagogue staff, and occasional visits to constituent synagogues
- Proactively develop and promote best practice in the areas of Human Resources within our communities, including producing and distributing a monthly HR Newsletter
- Maintain a library of sample policies and templates that can be downloaded by communities
- Deliver up to two meetings a year for Synagogue Administrators to provide them with advice, support and information about new employment legislation and sharing best practice
- Ensure that synagogue staff recruitment processes, including for clergy, are professionally run by providing clear and supportive guidance to synagogue leaderships
- In liaison with colleagues, work closely with lay leaderships in situations requiring conflict resolution
- Process DBS applications for those working and volunteering in our communities.



*Partner organisations:*

- Provide HR advice and support for our partner organisations as and when required
- Assist in advising management on maintaining electronic record systems, ensuring compliance with all employment legislation
- Provide proactive advice to smaller staff teams
- Ad-hoc support on complex HR matters, reorganisation and employment benefits and schemes

*Rabbinic and Cantorial Employment Committee:*

- Ensure that the Rabbinic and Cantorial Employment Committee meets effectively approximately 4 times per year to advise on Rabbinic and Cantorial employment, including making annual pay recommendations. This includes identification and recruitment of chair and volunteer members, setting the schedule of work and agenda, supporting the work of the committee.

## Person Specification

### **Necessary Qualifications**

CIPD level 5 or above or substantial experience

### **Experience/Knowledge**

The successful candidate will have:

- Knowledge of HR good practice and relevant legislation, especially new legislation
- Experience in developing and managing HR strategies, training plans, policies and handbooks
- A strong understanding of performance management and effective dispute resolution
- Understanding of safer recruitment processes
- Experience of following recommended ACAS procedures
- Experience of creating and keeping accurate records and audit trails
- Experience of managing and keeping an HR system (BreatheHR or other HR software)
- Experience of managing Health & Safety within an office environment
- Knowledge of delivery of annual appraisals
- Understanding of current DBS requirements
- Experience of Work within the charity or communal sector (desirable)
- TUPE experience (desirable)
- Understanding of restructuring (desirable)

### **Skills & Abilities**

The successful candidate will have:

- Understanding of the importance of confidentiality
- Knowledge of when and how to escalate HR matters in an appropriate way
- Excellent communication skills, with ability to provide clear and concise advice
- Ability to write reports, newsletters and policies
- Ability to work collaboratively, and establish and maintain good working relationships
- Understanding of 'excellent customer service' to internal and external HR users
- Ability to lead and run a meeting
- Ability to run training sessions (desirable)

## Personal Qualities

The successful candidate will be:

- An excellent communicator (verbal and written) who can be tactful, diplomatic, non-judgmental and empathetic
- Someone with strong organisational skills, with ability to work independently and prioritise own work
- Committed to fairness, equality and diversity with high standards of integrity, honesty and self-discipline
- Strong enough to make and act upon difficult decisions that may be unpopular, with the ability to deliver difficult messages sensitively
- Willing to be flexible to deliver in line with deadlines, with working hours that are reasonable and necessary to fulfil the requirements of the role. This role will include some evenings attending Board meetings

## Desirable

- Knowledge of the Jewish Community and how we operate within it
- Previous experience within the charity sector and/or a membership organisation

## For more information

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

[josh@rjuk.org](mailto:josh@rjuk.org)

Rabbi Josh Levy, CEO, Movement for Reform Judaism

[ddoobay@rjuk.org](mailto:ddoobay@rjuk.org)

Debbie Doobay, COO, Movement for Reform Judaism

## Our recruitment process

As an organisation working with children and vulnerable adults, we uphold the highest levels of safeguarding. All recruitment is subject to our safer recruitment policy ([click here](#))

To comply with our safer recruitment policy, all applications must be on our application form. Please ensure that you read the job description and person specification for the position that you are applying for. It is important that you demonstrate your knowledge, skills and experience meeting the role requirements and person specification, as well as an understanding of our organisation.

There will also be a requirement to make a presentation at second interview stage. To apply please [download the application form here](#)

## 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.