

Part Time Synagogue Administrator
Birmingham Progressive Synagogue, Roseland Way, Birmingham B15 1HD
Hours: 16 hours per week (specific times negotiable) Salary: £15,000 per annum Holiday: 20 days per annum (pro rata), plus statutory bank holidays. If a bank holiday is worked, a day off in lieu will be provided.
Application procedure. To comply with our safer recruitment process, all applications must be on our designated application form – click here
Closing date for receipt of applications. Friday 23 rd May 2025

Role Overview

We are looking for a highly organised and proactive Synagogue Administrator to manage the day-to-day operations of our synagogue and work closely with our Rabbi.

This pivotal role ensures the effective coordination of administrative duties, membership services, and communications, while also assisting with religious events.

The ideal candidate will be detail-oriented, possess strong communication skills, and be capable of handling multiple responsibilities with efficiency.

This is an office-based position, with some flexibility for hybrid working hours at the discretion of the synagogue.

Onsite free secure parking available. Please note we are inside the Birmingham Clean Air Zone we also have excellent public transport links.

Please note: this role requires both a DBS check and a security check.

1. Key Responsibilities

1.1 Administrative Management

- Oversee the day-to-day operations of the synagogue office.
- Manage and update the synagogue calendar in coordination with the Rabbi, Executive, and Council.
- Act as the main point of contact for all synagogue enquiries, both by phone and email.
- Maintain organised and accurate filing systems and essential documentation.
- Keep an up-to-date record of synagogue volunteers.
- Provide administrative support to ensure the Bulletin is compiled and distributed to members periodically. Ensure links to the magazine are in the weekly email and sent to the web site manager.

- Obtain adverts for The Bulletin from members and local organisations and businesses.
- Assist committees to prepare adverts for internal events for The Bulletin and social media.
- Maintain in the office, a hard copy of all Health and Safety and insurance documents and records in easily accessible and visible ring binders as well as soft copies scanned to the BPS filing system.
- Keep a log of all required inspections and testing and arranging visits as appropriate. Liaising with the appropriate Executive Officer as needed.
- Dealing with enquiries from schools re visits and liaising with School Visit Leaders as needed. Log visits on the calendar.
- Provide administrative support to Executive Officers and committee chairs as required.

1.2 Communication

- Serve as a friendly and welcoming first point of contact for all calls and enquiries to the synagogue.
- Prepare and distribute weekly announcements for Shabbat and Festival services using Mailchimp for 'The Week Ahead'
- Send out communications and updates about all synagogue events using Mailchimp.

1.3 Religious & Event Support

- Assist with administrative preparations for High Holidays and festivals.

1.4 Security & Compliance

- Coordinate background checks for new hires and volunteers.
- Support the external security team by managing schedules, timesheets, and invoicing.

2. Rabbinic Support

- Provide administrative support for the Rabbi including maintaining their diaries and appointments as needed.
- Liaise with the Rabbi as needed regarding life cycle events such as bereavements, Bar/Bat mitzvah, weddings etc
- Liaise with the Rabbi regarding new membership applications.

2.1 Member Relations

- Respond promptly and professionally to membership-related enquiries.
- Coordinate and distribute welcome packages for new members.

- Send appropriate correspondence, including welcome letters, condolence messages, and congratulatory notes.
- Manage the Yahrzeit database and ensure timely notification to members by email or post at least two weeks in advance.
- Maintain and update the synagogue's membership database.

3. Hall Hire & Existing Regular Hirers

- Maintaining the hall hire booking system, showing over prospecting hirers and providing them with all relevant information, availability and current rates. Liaising and reporting to Hon Treasurer in relation to all new bookings.
- Keeping in contact with regular hirers as required and deal with any queries and referring them, where appropriate, to the relevant person.
- Liaising and reminding the caretaker about events which he/she has been booked for.

4. Skills & Experience

4.1 Essential

- Strong organisational and administrative skills.
- A friendly, helpful manner with excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively within a team.
- Capable of multitasking while maintaining strong attention to detail.
- Proficient in Microsoft 365, including Word, Excel, and Outlook.
- Previous experience in a similar administrative role.

4.2 Desirable (Training Will Be Provided)

- Familiarity with Mailchimp.
- An understanding of the Jewish calendar and lifecycle events.

5. Terms of Employment

- Hours: 16 hours per week (specific times negotiable)
- Salary: £15,000 per annum
- Holiday: 20 days per annum (pro rata), plus statutory bank holidays. If a bank holiday is worked, a day off in lieu will be provided.

6. Application Process

- Applicants should apply via the online form [Click Here](#)
- At a later stage, the contact details of at least two referees will be required, as well as evidence of the right to work in the UK.
- The successful candidate will require an enhanced DBS check and a CST Security Check on appointment.
- Closing date for applications: Friday 23rd May 2025

- Interviews will be held from: Tuesday 3rd June 2025
- Interviews are scheduled to take place **in person on June 3rd in Birmingham.**
- If you are successfully shortlisted but **cannot attend on this date**, the panel will make every effort to accommodate an alternative where possible.
- Applicants are invited to request any reasonable adjustments required during the recruitment process.

7. Equal Opportunities

- We are an equal opportunities employer. We welcome applications from all suitably qualified persons.
- Ready to embark on a fulfilling journey with Birmingham Progressive Synagogue? Apply now and be part of a welcoming community in one of the most exciting and vibrant cities in the UK!