

# Operations Executive



University Jewish  
Chaplaincy   
Building student communities.  
Invigorating Jewish life.

**JOB TITLE:** Operations Executive

**ANNUAL SALARY:** Commensurate with experience

**HOURS:** Full-Time

**LOCATION:** North Finchley, London

**REPORTING TO:** Chief Executive Officer

## **What your role will be:**

This is an exciting opportunity to join our fast-paced head office team in London and help make a significant difference to Jewish student life on campus. The core focus of the role is on the efficient, day-to-day running of our central office which supports our campus Chaplaincy teams across the country. This is a responsible role that includes exciting opportunities for project-management and creative input to organisational decision-making as well as a chance to see the UK. You will have daily contact with our main campuses around the country, oversight of all the main administrative functions in the office, responsibility for parts of our financial management and supervision of various projects including the running and organisation of our residential training seminar. There are opportunities for direct contact with students and the Chaplains on a regular basis.

## **Who we are:**

University Jewish Chaplaincy supports students in 12 regions at universities around the UK. Our chaplains and chaplaincy couples are there for Jewish students of all backgrounds and affiliations. They provide a warm, vibrant, inclusive and inspiring Jewish environment with thousands of students benefiting every year from their pastoral, spiritual and practical support. Our goal is to give Jewish students – wherever they may be – access to a UJC chaplain.

## **What we do:**

University Jewish Chaplaincy works with students across the UK to enhance the Jewish student experience. We aim to create a warm, inclusive environment in which Jewish students of every background can live happy inspired Jewish lives. From offering a listening ear to running inspiring and engaging educational sessions; from being there in times of crisis to creating the familiar experience of Shabbat meals, our chaplains are uniquely poised to assist students when and where they need it most.

## **You should apply if:**

You like the sound of a diverse role, you have a sense of humour and think that helping support Jewish student life on campus is a good and great thing to do.

To apply for the position please submit your CV together with a cover letter detailing why you are interested in this role to: [office@mychaplaincy.co.uk](mailto:office@mychaplaincy.co.uk).

If you would like an informal chat to discuss the position please call or email Sophie Dunoff on 0208 343 5678, [sophie@mychaplaincy.co.uk](mailto:sophie@mychaplaincy.co.uk)

**Application deadline Monday 27<sup>th</sup> January 2020**

Preferred start date February with some flexibility

## Job Description

### ***Project management***

Oversee logistics and itinerary for international recruitment trips

Manage international relocation of employees

Manage and assist with visa application process for international employees

### ***General office administration***

Communications and general correspondence (post, email, phone)

Database management

General administrative and diary support to Head Office team, Board of Directors

Assistance in planning and co-ordinating events, meetings, training days, AGM as well as attending

Assisting with HR

Coordinating travel schedules for COO and Chief Rabbinic Consultant

### ***Financial administration***

Record and process income and expenditure; general banking

Oversee payments of invoices, rent and expenses

Assist in preparation of year-end accounts and statutory documentation

Manage and submit gift aid claims

Assist with preparation of monthly management accounts and bank reconciliations

Maintaining relationship with payroll, managing opening and final salary arrangements

Oversee and process monthly employee expense claims

Manage employee loans, childcare vouchers and floats

### ***Fundraising support***

Administrative support for fundraising

Managing correspondence, arranging appointments

Preparing canvassing letters and biannual mail-out to donors (shared duty)

Administrative support in running fundraising events and activities

### ***Capabilities and person specification***

|  | Desirable | Essential |
|--|-----------|-----------|
| Expert time and workload management skills           |           | x         |
| Strong IT skills                                     |           | x         |
| Good written and verbal communication                |           | x         |
| Previous experience managing financial systems       | x         |           |
| Previous bookkeeping experience (QuickBooks)         | x         |           |
| Previous experience of using a database (SalesForce) | x         |           |
| Ability to work independently and as a team player   |           | x         |
| Knowledge of Jewish community/faith/rituals/laws     | x         |           |
| Passion for helping Jewish students                  |           | x         |
| Sense of humour                                      |           | x         |