

## HONORARY OFFICER ROLE DESCRIPTION

*If you are considering standing for election, please read this document carefully.*

### **The Vice-Presidents' roles include:**

- Giving direction to the work of the Board of Deputies and leading on some of this work.
- Acting as fundraisers on behalf of the organisation, including cultivating personal and professional contacts as potential Board donors.
- Being the chair of the Community and Education Division and leading on their work.

### **The Honorary Officer Team (Including the President) will:**

- Devote a significant amount of time to the affairs of the Board of Deputies.
- Demonstrate the diplomacy required to work with and represent the Jewish community.
- Lead on large cross-communal projects.
- Act as the Board of Deputies' public face to the Jewish community in the UK, internationally and to wider British Society.
- Attend relevant Board of Deputies meetings.
- Undertake the legal responsibilities and duties of charity trustees and attend appropriate training.

### **Required Skills for an Honorary Officer**

- The ability to identify and set the key strategic priorities of the organisation.
- The ability to work effectively as a team, communicate with and have respect for the Board's professional team in addition to Deputies and other key stakeholders.
- The ability to resolve difficult issues in a rapidly changing environment.
- Diplomacy.
- The ability to identify, cultivate and approach potential major donors on behalf of the Board.
- Experience in managing large teams of volunteers.

### **Role of the Community and Education Committee**

*The Communities and Education Division covers a number of different areas of work. Here is a brief overview of the Division's work in the previous Triennium.*

### **Regional Engagement**

- Our Regional Manager is based in Manchester and provides support for the regional Jewish communities.

- Monthly meetings are held with the regional Jewish Representative Councils to discuss current work and to share best practices. Regular meetings are convened with the regional Deputies.

### **Heritage and Archives**

- Manages disused cemeteries and represents the Board of Deputies at the Historic England's Places of Worship Forum and at Jewish Heritage UK.
- Founder of Hidden Treasures, a project celebrating Jewish archives in Britain. The Board of Deputies has archives at the London Metropolitan and the Wiener Library.

### **Holocaust Education and Commemoration**

- Represents the Jewish community at Holocaust commemoration events.
- Works to ensure Holocaust education has due place in school learning.

### **Israel Education**

- Implementing a new educational programme for Deputies and the Jewish community looking at Israel's diverse culture, history, and modern developments.

### **Education**

- Working with and representing the interests of the Jewish community in the education sector to key stakeholders, including government, on issues including faith schools policy and religious education.
- Ensuring that materials used to teach about Judaism in schools are accurate and appropriate, by working with textbook publishers and online education resources to review content.
- Work with Standing Advisory Councils for Religious Education to endeavour to have Jewish representation on these bodies across the country. The Board of Deputies has also produced events to help RE teachers teach about Judaism.