

JOB DESCRIPTION

Education Officer

February 2022

Title:	Education Officer
Contract:	Permanent / Full time
Responsible to:	Director of Education and Community Engagement
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.00 Thursday; 9.00 – 13.30 Friday
Salary:	£29,500 -33,000, dependant on experience
Location:	Mix of working from home and London office
Holiday Entitlement:	20 days (pro rata), plus Public Holidays and Jewish Festivals when the office is closed

Applicants must have the right to live and work in the UK

General Description:

The purpose of this post is to:

- Advance the education work of the Board of Deputies in presenting Judaism, Jews and Israel appropriately and effectively, particularly in non-Jewish schools.

and, working with colleagues in the Board's Public Affairs Division, to:

- Advocate with Government, politicians, Government Agencies and other policy makers on behalf of the Jewish community in terms of education policy.
- Support advocacy on behalf of Jewish students (in conjunction with the Union of Jewish Students) and offer support to Jewish University staff (with the BoD@work team).

Key Tasks and Responsibilities:

- Develop educational materials, including a digital offering, presenting Jews, Judaism and Israel for use in non-Jewish schools and other arena.

- Manage, update and distribute the Board of Deputies' mobile Jewish Living Exhibition and promote its use in schools and elsewhere.
- Manage the production of a definitive Jewish resource, for use in non-Jewish primary schools, similar to the one produced by the Board of Deputies for GCSE Religious Studies, and ensure its effective distribution.
- Develop training and support both for teachers of Religious Education and for others involved in teaching about Jews, Judaism and Israel (in partnership with other organisations)
- Advise the Department of Education, educational publishers and exam boards where necessary.
- Develop training for Deputies and others to be ambassadors for the Board's Hidden Treasures; celebrating Jewish archives in Britain project.
- Support volunteers going into non-Jewish schools to present on aspects of Jewish life.
- Support Jewish teachers working in non-Jewish schools through advocacy and training.
- Support Jewish representatives on Standing Advisory Committees for Religious Education (SACREs) through events and training.
- Advocate with Government, civil servants, politicians and others to help shape education and higher education policy as it affects the Jewish community.
- Work with UJS, and others, to support Jewish students.
- Work with the BoD@work team, to support Jewish staff in Universities, particularly with issues of antisemitism and religious freedom.
- Support the meetings of relevant working groups of the Board's Communities and Education Division.
- Manage a national 'Open Synagogues' event with Community Engagement colleagues.

Additional information:

The Education Officer must:

- Be committed to the aims of Board of Deputies and act as an ambassador for the organisation.
- Comply with Board of Deputies policy and procedures and code of expectations.

- Work collaboratively with other colleagues across the organisation to ensure that the Board of Deputies can achieve its vision, mission and strategy.
- Undertake appropriate training as requested by the Chief Executive and be committed to own continuous professional development.
- Carry out any other reasonable duties as requested by the Chief Executive undertaking such other duties that occasionally fall within the purpose of the post.
- Maintain high levels of discretion and confidentiality at all times.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Board of Deputies operational procedures.

Person Specification:

Essential:

- Experience working in, or with, a school (Jewish or mainstream) as a teacher, teaching assistant, in an educational or training capacity or in an informal Jewish education role.
- Ability to manage, or deliver, training or professional support.
- Experience in developing educational materials.
- Experience of project and event management.
- Strong Jewish background.
- Strong IT skills, including the ability to use social media.

Desirable:

- Strong networking, partnership and stakeholder engagement skills.
- Strong research, written and oral communication skills.
- Working knowledge of Jewish community institutions and the desire to work cross-communally.
- Awareness of issues faced by Jewish students on campus.
- Understanding of advocacy or policy development.
- Good team player able to support other colleagues where necessary.
- Well organised with good time management and an ability to work independently.

Additional Information:

This role will require some work on evenings and weekends, and some travel around the UK. This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The key tasks and

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Information for Applicants:

Closing Date: Friday 25th February 2022

Interviews: Interviews will be held w/c **7th March 2022**

How to Apply: Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining, with examples, how you meet the requirements set out in the person specification, and where you heard about the job. Please send this to recruit@bod.org.uk with the subject heading 'Education Officer'.