

LONDON JEWISH FORUM DIRECTOR: JOB DESCRIPTION

The London Jewish Forum has existed since 2006 as a joint venture between the Board of Deputies and the Jewish Leadership Council working independently with the Mayor of London, the London Assembly, Local Boroughs and their interface with the London Community. In 2019 the mandate was renewed and extended to include the contiguous counties of Essex and Hertfordshire.

The Jewish Leadership Council exists to strengthen the major institutions of British Jewry, to promote cooperation between them and to help the leadership of our community articulate a confident and compelling narrative of mainstream Jewish life in the United Kingdom.

The Board of Deputies of British Jews is the democratic and representative body for the UK's Jewish community. We are the first port of call for Government, the media and others seeking to understand the Jewish community's interests and concerns.

SUMMARY

The London Jewish Forum (LJF) is looking to hire a Director

Full Time

Start Date: ASAP

Salary: £30,000 per annum

Deadline: Friday 30th December

THE ROLE

- The Director will work together with the lay leadership of the London Jewish Forum to carry out the workbook of the London Jewish Forum
- The Director will be part of the public affairs teams of the JLC and the Board of Deputies
- The Director will be employed by the Board of Deputies, and on staffing matters (pay and rations) report to the Board of Deputies Chief Executive
- The Director will attend relevant team meetings of the Board of Deputies and the JLC
- To work with staff of the Board of Deputies and the Jewish Leadership Council, and LJF Trustees to carry out the workbook of the LJF and involve the Board of Deputies and JLC teams

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This would include activities such as:

- **BUILDING THE NETWORK** - Developing and maintaining relationships with MPs, Council Leaders, Councillors, Greater London Assembly Members, the Office of the Mayor of London, and Deputy Mayors. This includes acting as a conduit of engagement between these stakeholders and their local Jewish communities and communal organisations
- **COUNCILLOR TRAINING** - Running seminars for councillors, assembly members and others to educate them on the issues that matter to the Jewish community together with the Board of Deputies and JLC
- **MONITORING** -Regular monitoring of activity taking place in the London Assembly, local councils and Parliament with reference to London, Herts and Essex
- **REGIONAL POLICY** -Staying on top of relevant policy issues through debates in parliament, media and the general public
- **MANIFESTO** - Leading on the Jewish manifesto for 2024 Mayor and London Assembly elections and looking for a joint process with the BoD and JLC on other local and regional government manifestos
- **HUSTINGS** -Organising hustings for elections to include General Election, 2024 Mayor/London Assembly Election and Council Elections in London, Herts and Essex
- **HEALTH AND MENTAL HEALTH** – working with Jewish community organisations on Health and Mental Health related issues. COVID and other health factors have changed our lives. There are also major structural changes in health at a local and a regional level. The Director will work together with NHS London, the GLA, OHID, UKHSA, Healthy London Partnership and other London specific health agencies to develop co working with our local Jewish communities and health facing Jewish Community organisation. This includes being a partner with UKHSA in London Jewish Health Partnership. The key focus is on four ICS Areas NW London, NC London, NE London and Hertfordshire and West Essex. At a local government level the Director will build relationships with Chairs of Health and Wellbeing Boards of Councils, Cabinet Health members and Directors of Public health particularly in more Jewish boroughs

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- **EVENTS** - Planning and running events such as receptions for Jewish councillors
- **POLICE and COHESION:** Whilst CST are the first line of Community Defence, LJF works closely with CST and focuses on cohesion, independent advice to police, the community interface with both local borough commands and Scotland Yard. The Director should have a strong relationship with CST, and focus on work with CPIE (Crime Prevention Inclusion and Engagement) the MPS, and on faith engagement officers across London and safer neighbourhood teams in BoroughCommands in more Jewish areas. This includes taking a leading role in the running of the Metropolitan Police Jewish Community Forum and in relations with MOPAC and Deputy Mayor for Policing and Crime and Cohesion Cabinet members in boroughs particularly in Jewish areas
- **ULTRA ORTHODOX community:** Throughout LJF existence, we have managed to work together quietly and successfully with organisations in the Stamford Hill community. This has extended in response to the Pandemic, Recovery and also in areas of health and policing. The Director plays a key role in maintaining this
- **THE GREATER LONDON AUTHORITY and LONDON COUNCILS:** Engaging with the GLA and London Councils on Jewish issues. Working together with the Mayor's team and Community teams of the GLA and being involved in faith and community areas. LJF is also an anchor institution for the London recovery plan. The director is the contact point for the GLA and works together with LJF leadership to engage the team of Deputy Mayors as relevant to the community
- **OTHER FAITH GROUPS IN LONDON:** LJF are part of the Faith Forum for London, the faith advisory panel and the London Borough Faith Network. The director monitors all of these, but in general looks to make our own representation whilst where appropriate maintaining strong relations with other faith groups
- Supporting the development and growth of Hertfordshire Jewish Forum and supporting and liaising with the Essex Jewish Community Council
- Creating resources such as the London Jewish Forum Annual Review
- Managing social media, broadcast, national and local media

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- Managing day-to-day activities such as updating the LJF website, managing the LJF bank account
- Supporting LJF trustees in the charity and governance requirements of LJF
- Taking part in fundraising for the programmatic requirements of LJF both inside but also outside the Jewish Community

PERSON SPECIFICATION

- Excellent organisational, planning, interpersonal and communication skills
- Commitment to build co-working, co-development and co-production and be a good partner both within the community and also with external organisations
- Able to multitask, prioritise and manage a varied workload
- Able to work under pressure in a fast-paced office environment
- Able to develop and maintain excellent, productive and effective working relationships
- A strong team player with the ability to work independently and flexibly and demonstrate initiative
- Excellent knowledge and demonstrated competence using all MS Office programs & social media platforms
- An understanding of the UK Jewish community is desirable

Please send a CV and cover letter to: recruit@bod.org.uk

Deadline for applications: Friday 30th December