JOB DESCRIPTION

Director of Culture, Education and Communities

July 2025

Title:	**Director of Culture, Education and Communities**
Contract:	Permanent / Full-Time
Responsible to:	Chief Executive
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.30 Thursday; 9.00 – 13.30 Friday
Salary:	£60,000 - £65,000
Location:	ORT House, 147 Arlington Road, London NW1 7ET or other location in Central London. Currently 3 days in office and 2 days from home.
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 Director of Culture, Education and Communities is a senior management post at the Board and is a key role within the Jewish community.

The purpose of this role is:

- To oversee the development of the Board's educational outreach programmes and to lead on their marketing.
- To develop and deliver the Board's flagship annual Jewish Culture Month.
- To enhance the Board of Deputies' connection with the Jewish communities it serves, including cultural, educational, and heritage initiatives, and to foster a British Jewish community that is more united, inclusive, and outward-looking.
- To lead on the Board's responses to educational resources concerning Judaism, the Jewish people, antisemitism and Israel.

The Board's current activities and priorities are directed by our 2024–2027 Board Plan. The work of the Culture, Education and Communities team relates principally to the delivery of the strand of the Board Plan 'Celebrate our faith, heritage and culture as British Jews'. However, there are important elements of the team's work which relate to each of the other four strands.

Charitable activities with which the Board are identified are funded by The Board of Deputies Charitable Foundation (Registered Charity No. 1058107), a company limited by guarantee and registered in England (No. 3239086).

KEY TASKS AND RESPONSIBILITIES

Education

- Oversee our programme of public education about Judaism, to support better understanding about our community. This will include including marketing our digital and physical resources, particularly the Jewish Living Experience Exhibition and Jewish Living Online, both within and beyond formal education settings.
- Lead the organisation's policy development and advocacy in the education sphere, particularly concerning Judaism, the Jewish people, antisemitism and Israel.
- Oversee the organisation's relationships with educational and governmental bodies, the Department for Education, school providers of different faiths, state schools, the Religious Education sector, education unions, PaJeS, Chinuch UK, and Jewish organisations who work in schools.
- Oversee individual casework relating to antisemitism in the education sector and the revision of educational resources.
- Oversee the Board of Deputies' Jewish Studies 'Pikuach' inspectorate, through management of the Pikuach Director.

Jewish Culture Month

- Be responsible for the delivery of this new initiative to take place in Sivan (May-June) 2026 and annually thereafter, involving Jewish personalities, Jewish community cultural providers, national cultural and other institutions and local Jewish communities.
- Oversee the (funded) expansion of the Jewish Living Experience Exhibition as a mechanism to deliver the local element of Jewish Culture Month.

Heritage

- Support the development of the Board's heritage plaque project and encourage the participation of Deputies and local Jewish communities in celebrating the contribution of our community.
- Encourage opportunities to highlight aspects of the history and heritage of the Jewish community in Britain and of the Board of Deputies itself.
- Maintain support for disused Jewish cemeteries throughout the country and for the Board's archives, held at The London Archives and the Wiener Holocaust Library.

Community Engagement

- Maintain and enhance the Board's relationship with the Jewish community across all denominational, geographic and intersectional interests.
- Empower Deputies and the wider community to support the organisation's education, culture and community work.
- To represent the Board in the planning of the annual Yom HaShoah ceremony, run under our auspices.

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- Create and/or ensure good Board of Deputies participation in events, visits, seminars and other projects which create opportunities for relationship-building (e.g. Limmud, Community Fun Run, AJEX Parade, Mitzvah Day, Jewish Women's Aid Shabbat, Jewish Mental Health Shabbat, etc).
- Lead key initiatives to strengthen our commitment to more united, inclusive, and outward-looking communities – including advancing the Bush Racial Inclusivity Report, implementing the Board's Gender Equality Plan, facilitating the work of the Social Justice Committee, developing a young leadership pathway and reviewing our Under-35 Observer Scheme, as well as launching a Commission on Disability Inclusion.

Communications

- Ensure good coverage for the Board of Deputies' education, culture and community engagement work, working with the Director of Public Affairs, the Communications Officer and the Digital Communications Officer.
- Make submissions and presentations to external bodies.

Strategy

- Input into the Board's strategic direction, and plan, monitor, and measure the effectiveness and impact of tactical approaches that deliver.
- Identify opportunities to further influence decision-makers or bodies which may impact on the community or on our campaigns.
- Use culture, education and community knowledge, networks and assets to support the organisation's Jewish public affairs function.

Management and Administration

- Be a member of the Senior Management Team together with the Chief Executive, the Director of Public Affairs and Communication and the Director of Operations inputting on strategy, staffing and finance.
- Support the work of the Community and Education Division and its Chair.
- Provide oversight of all Culture, Education and Communities Team activities to ensure efficient and effective running. This includes direct management of our:
    I. Deputy and Community Engagement Manager
    II. Education Officer
    III. Heritage Manager
- Cultivate a working environment that recruits, retains, and supports quality staff. Select, develop, motivate, and evaluate staff within the Culture, Education and Communities Team in partnership with the Chief Executive and the Director of Operations.
- Oversee Culture, Education and Communities Team budgeting and ensuring adherence to principles of cost-effectiveness and return on investment.
- Support organisational efforts to fundraise and ensure financing to support short and long-term goals.

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BOARD OF DEPUTIES OF BRITISH JEWS
ADVOCACY | DEMOCRACY | COMMUNITY

PERSON SPECIFICATION

Knowledge and Experience

- A close working knowledge of the UK Jewish community, as well as a good understanding of the broader Jewish world, including Israel.
- Experience managing complex projects. Experience organising culture festivals a bonus.
- Experience of leading and managing a busy team, with tight-deadlines and priorities that can change rapidly with events.
- Good familiarity with formal and informal Jewish education and the broader educational landscape.
- Knowledge of creating and developing strategies and measuring the impact of projects.
- Knowledge of formulating and managing budgets.

Personal Attributes

- Excellent written and oral communication skills.
- First-rate interpersonal skills, with the ability to connect with people from a wide range of backgrounds and to deal with challenging situations.
- Must be willing and able to work across the whole spectrum of the Jewish community's religious denominations and with Jews who identify primarily culturally.
- Well-organised with good time-management and an ability to work independently.
- Willing and able to develop new knowledge and skills.
- A good leader and team player, able to motivate and support other colleagues where necessary.
- Work collaboratively with other colleagues across the organisation and community to ensure that the Board of Deputies can achieve its vision, mission and strategy.
- Maintain high levels of discretion and confidentiality at all times.
- Commitment to the aims of the Board of Deputies and an excellent ambassador for the organisation.

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ADDITIONAL INFORMATION

This role will require some work on evenings and weekends, and some travel around the UK. Occasional international travel may be required.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The Director of Culture, Education and Communities will be expected to carry out such reasonable duties as may be requested from time to time by the Board of Deputies' Chief Executive.

The 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.

Information for Applicants:

We are looking for the correct candidate and will interview and appoint as soon as we find the right person. Apply as soon as possible.

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 'Director of Culture, Education and Communities'.

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