

JEWISH CULTURE MONTH

FIXED-TERM FREELANCE PROJECT BRIEF

PROJECT: Jewish Culture Month 2027

CONTRACTOR: Jewish Culture Month Project Coordinator

CONTRACT TYPE: Fixed-term freelance consultancy / services contract

CONTRACT PERIOD: November 2026 – 31st July 2027.

LOCATION: Primarily remote, with agreed attendance at The Board of Deputies, Ort House, London, and/or relevant Jewish Culture Month activities and events as required

FEE: Project fee of £20,000 for 100 days

EXPECTED COMMITMENT: The expected time commitment is approx. 2.5 days per week, with some additional days during the project delivery (June-July)

PROJECT CONTACT: Director of Culture, Education and Communities

TO APPLY:

To apply, please submit your CV and a supporting statement (maximum two pages) outlining your interest in the role and highlighting your relevant professional experience, skills and expertise.

Please send to: jcm@bod.org.uk by the deadline: Friday 30th October 2026

PURPOSE OF THE ENGAGEMENT

The Board of Deputies is seeking a **freelance Project Coordinator** to provide practical project coordination, administration and logistical support to Jewish Culture Month (JCM) during the 2027 delivery period.

The engagement is intended to provide additional project capacity during the peak period of JCM activity, helping to ensure that registrations, communications, data, resources, merchandise and event logistics are coordinated effectively.

The Contractor will be engaged to provide the services and deliverables set out in this brief. The Contractor will have responsibility for organising and carrying out the agreed services, working collaboratively with the JCM team and other relevant stakeholders and maintaining appropriate communication with the Board of Deputies regarding progress, priorities, deadlines and any issues requiring escalation.

This is a **freelance, fixed-term engagement for the provision of services and does not constitute employment with the Board of Deputies**. The Contractor will not be integrated into the Board of Deputies' employee structure and will be responsible for managing their own working arrangements, subject to agreed project deadlines, deliverables and attendance requirements.

SCOPE OF SERVICES

1. Project Administration and Coordination

The Contractor will:

- Provide project administration and coordination support to the JCM team during the agreed contract period.
- Maintain and update project trackers, action lists, calendars, schedules and other project documentation as required to support delivery.
- Monitor agreed project deadlines and provide appropriate reminders and updates to relevant project stakeholders.
- Maintain accurate project records and ensure agreed documents and information are organised and accessible.
- Monitor and manage the JCM project inbox, responding to routine enquiries within the scope of the engagement and referring more complex or sensitive matters to the appropriate member of the JCM team.
- Provide additional administrative and practical project support where this falls within the agreed scope of the engagement and priorities established for the JCM 2027 project.
- Coordinate communications with participating organisations, schools, synagogues, charities and other JCM partners.
- Respond to routine queries from participating groups and individuals and ensure that outstanding queries are appropriately followed up.
- Support the JCM registration process, including checking registrations, identifying missing information, following up with participants and maintaining accurate records.
- Maintain and update contact lists, spreadsheets, databases and CRM records relevant to the project.

2. Merchandise and Project Resources

The Contractor will:

- Coordinate the practical administration of JCM merchandise and project resources, including ordering, organising, packing, labelling and distribution.
- Maintain appropriate records of orders, quantities, deliveries and distribution.
- Liaise with relevant suppliers, participants and project partners regarding routine delivery and distribution queries.
- Identify and escalate material delivery or supply issues where these require a decision or intervention from the JCM team.

3. Funding and Project Reporting Support

The Contractor will:

- Provide administrative support to the Director of Culture, Education and Communities in relation to JCM development and funding activity.
- Collate agreed project data, statistics, case studies, feedback and other information required for funder reporting, evaluation and related project documentation.
- Maintain an overview of agreed reporting deadlines and assist in coordinating the collection of information required from relevant colleagues and project partners.
- Follow up outstanding information and flag potential delays or gaps to the appropriate project contact.

4. Events and Delivery

The Contractor will:

- Provide practical project coordination and logistical support for agreed JCM flagship projects and events.
- Assist with preparations for activities taking place in the run-up to, during and immediately following the main JCM period.
- Coordinate agreed logistical arrangements with participating organisations, suppliers, venues and other project stakeholders.
- Provide agreed on-site support at selected JCM events where this forms part of the agreed scope of services.
- Support the Marketing and Communications team by supplying or coordinating agreed JCM project information and materials.
- Gather and organise approved project stories, photographs, event information and other content for use by the JCM team.
- Assist with the preparation or scheduling of social media and other digital content where specifically agreed as part of the project scope.

5. Project Communications and Stakeholder Liaison

The Contractor will:

- Maintain professional and constructive communications with JCM participants, partners, suppliers and other stakeholders.
- Provide timely updates to the Director of Culture, Education and Communities on project progress, outstanding actions, emerging issues and relevant deadlines.
- Escalate matters outside the Contractor's agreed authority or scope to the appropriate JCM representative.
- Support a positive experience for JCM participants and partners and contribute to the effective delivery and reputation of the programme.

PROJECT DELIVERABLES

The Contractor's services will include, as applicable to the agreed project schedule:

- Accurate and up-to-date project administration and records.
- Maintenance of agreed project trackers, registration records and contact databases.
- Timely coordination of participant and partner communications.
- Effective coordination of merchandise and resource distribution.
- Timely collation of information required for agreed funding and evaluation reports.
- Practical logistical coordination of agreed JCM events and activities.
- Provision of agreed project updates and identification of issues requiring escalation.
- Completion of other specific project deliverables agreed in writing between the Contractor and the Board of Deputies.

The precise priorities and deliverables may be refined during the contract period by mutual agreement to reflect the operational requirements of JCM 2027, provided that any material change to the scope, fee or level of commitment is agreed between the parties.

WORKING ARRANGEMENTS

The Contractor will be responsible for determining how the agreed services are delivered, subject to the requirements of the project, agreed deadlines, deliverables, meetings and event commitments.

The Contractor is expected to manage their own time and working arrangements and is not required to work fixed hours. Any anticipated availability, project milestones, meetings or event attendance will be agreed in advance as necessary for effective delivery of the services.

The engagement may require attendance at selected meetings, events or activities in person, including occasional evening or weekend events, where these are agreed in advance as part of the project requirements.

The Contractor will work collaboratively with the Director of Culture, Education and Communities and relevant Board of Deputies colleagues but will remain responsible for the manner in which the contracted services are undertaken.

INDEPENDENT CONTRACTOR STATUS

This engagement is for the provision of freelance services on a fixed-term basis. Nothing in this project brief is intended to create or imply an employer-employee

relationship, partnership or agency relationship between the Contractor and the Board of Deputies.

The Contractor will:

- Provide the services as an independent self-employed contractor.
- Be responsible for their own tax and National Insurance obligations arising from payments made under the contract.
- Be responsible for arranging their own insurance where appropriate to the services provided.
- Determine their own working methods and arrangements, subject to agreed deliverables, deadlines, project requirements and applicable Board policies.
- Not be entitled to employee benefits, including annual leave, sick pay, pension contributions or other benefits provided to employees of the Board of Deputies, except where required by law.
- Not be subject to the Board of Deputies' employee appraisal, disciplinary or performance management procedures.
- Not be expected to undertake duties outside the agreed scope of services other than where additional work is separately agreed.

Where appropriate and subject to the terms of the formal services agreement, the Contractor may use appropriately qualified assistance or subcontractors to deliver elements of the services, provided that this does not compromise confidentiality, data protection, safeguarding or the quality of the agreed deliverables and that the Board of Deputies is notified in advance where required under the contract.

The Contractor will have no authority to enter into contracts, make financial commitments or otherwise bind the Board of Deputies unless expressly authorised to do so in writing.

CONFIDENTIALITY, DATA PROTECTION AND SAFEGUARDING

The Contractor will be expected to handle confidential, personal and project information appropriately and in accordance with applicable data protection legislation and the Board of Deputies' relevant policies and procedures applicable to external contractors.

Where the services involve access to personal information, participant information or other sensitive project data, the Contractor will comply with the agreed data-handling and security requirements for the project.

The Contractor will also comply with any relevant safeguarding, health and safety, confidentiality and venue requirements applicable to activities they are engaged to support.

COMMUNICATION AND REPORTING

The Contractor will maintain appropriate communication with the Director of Culture, Education and Communities, or another nominated project contact, in relation to:

- Progress against agreed deliverables.
- Upcoming project milestones and deadlines.
- Outstanding information or actions.
- Issues, risks or delays that may affect delivery.
- Any matter requiring a decision or approval from the Board of Deputies.

The frequency and format of project updates will be agreed at the commencement of the engagement.

VALUES AND REPRESENTATION

The Contractor will be expected to understand and support the aims and values of Jewish Culture Month and to conduct themselves professionally when representing or working on behalf of the programme.

A commitment to inclusive Jewish engagement, cross-communal working and community-building is important to the successful delivery of the project.

ESSENTIAL SKILLS AND EXPERIENCE

- Excellent organisational and project coordination skills, with the ability to manage multiple deliverables and deadlines.
- Strong administrative skills and excellent attention to detail.
- Experience working with project plans, trackers, action lists and shared documents.
- Strong written and verbal communication skills, with the ability to communicate clearly, warmly and professionally.
- Confidence communicating with a wide range of organisations, partners and individuals by email, telephone and in person.
- Ability to manage routine queries professionally and identify matters requiring escalation.
- Proactive and reliable approach to delivering agreed services and project outputs.
- Ability to work calmly and accurately during busy project periods and around fixed delivery deadlines.
- Good general IT skills, including Microsoft Office or equivalent applications, and confidence using Excel or similar tools to organise and maintain data.
- Experience using databases, CRM systems, registration platforms or other online project-management tools.
- Ability to handle personal information sensitively and appropriately in accordance with data protection requirements.

- Ability to manage own workload and work independently while maintaining effective communication with project stakeholders.
- Availability to provide agreed support during key JCM delivery periods, including occasional evening or weekend events where agreed in advance.

DESIRABLE EXPERIENCE

- Previous freelance, consultancy, project coordination, administration, events or programme support experience.
- Experience working with CRM systems, databases or registration systems.
- Experience supporting events, community programmes, volunteering or social action projects.
- Experience working with volunteers or community organisations.
- Experience supporting social media, newsletters or digital communications.
- Experience or understanding of Jewish communal organisations, the Jewish community or the Jewish calendar.

PERSONAL QUALITIES

- Highly organised, dependable and detail oriented.
- Comfortable working independently and taking responsibility for agreed deliverables.
- Collaborative and confident working with a range of stakeholders.
- Practical and willing to take responsibility for logistical aspects of project delivery.
- Calm and adaptable when project priorities or circumstances change.
- Professional, approachable and solutions focused.
- An affinity with the values and purpose of Jewish Culture Month and the Board of Deputies.

CONTRACT PERIOD AND SCOPE

This is a fixed-term freelance engagement for the period [Nov 2026- 31st July 2027] subject to the terms of the formal services agreement between the Board of Deputies and the Contractor.

The engagement will end automatically at the expiry of the agreed contract period unless extended by mutual written agreement.

Any material extension or significant change to the scope of services, deliverables, fee or expected commitment will be agreed in writing between the parties.

This project brief forms part of, and should be read alongside, the formal freelance services agreement. In the event of any inconsistency between this brief and the formal services agreement, the terms of the formal services agreement will prevail.

