



## KeshetUK

## Background to KeshetUK

KeshetUK has a vision of a world where no one is forced to choose between their LGBT+ and Jewish identity.

We work with Jewish schools, youth and young adult organisations, synagogues, and wider community organisations to become more inclusive of LGBT+ people through education and training. As the only charity doing this in the UK, we know that Jewish communities are diverse and there is no single approach that will work for everyone. KeshetUK works in partnership with communities to identify their goals, then we tailor our support so they can achieve them.

This role will be part of a team of four staff members - our Executive Director, Head of Education and Head of Community Life and we are excited to be recruiting for this full-time (with flexible working options available) Programme and Volunteer Officer.

To find out more about what we have done in the last year please see our [Annual Review by clicking here](#).

**Over the next year we have ambitious plans to significantly grow our programme and our Programme and Volunteer officer is essential to help us realise this.**

## Purpose of the role

The successful candidate will work as part of a team to deliver KeshetUK's programme of activities with a focus on young people in Jewish schools and youth and young adult organisations. The Programme and Volunteer Officer will ensure:

- Delivery of programming for young people in schools and youth and young adult organisations
- Development, support and evaluating KeshetUK's volunteer network
- And other general duties mentioned below

You will need to have a flexible and sensitive approach that appreciates the needs of the organisations and people we work with, our volunteers and wider stakeholders. This may sometimes involve some evening and weekend activity. KeshetUK is committed to the principle of equal opportunity and working to reflect the diversity we want to see in the world.

## Responsibilities and duties

Key responsibilities relate to delivery of programming and our volunteer network. Other responsibilities that you may be involved in are also shown below.

- 1. Delivery of programming for young people in schools and youth and young adult organisations, including to:**
  - Implement educational sessions as part of the schools, youth and young adult programmes
  - Co-ordinate activities in schools and youth and young adult organisations including engaging educational workshops with young people as well as leadership training
  - Work as part of a team to create and refine content
  - Liaise with our stakeholders prior to all sessions, events and meetings to ensure their smooth running
  - Organise logistics for activities (for example: managing booking process, ensure resources are in place etc)
  - Where necessary, design and update educational sessions with support from the Head of Education
  - Brief/debrief volunteers
  - Collect and analyse monitoring and evaluation data
- 2. Developing, supporting and evaluating KeshetUK's volunteer network, including to:**
  - Oversee and conduct the recruitment process, inductions and development activities for new and existing volunteers
  - Support the induction process where necessary
  - Work with volunteers on a programme of community-building activities such as a calendar of social events
  - Implement volunteer communication in line with KeshetUK communication plan
  - Maintain databases to support KeshetUK's work
  - Evaluating the volunteer programme – to ensure the impact on KeshetUK's work and on our volunteers
  - Other tasks as required
- 3. General responsibilities and duties:**
  - Contribute to the general administration and delivery of all KeshetUK's programmes, events and overall objectives
  - Maintain and update KeshetUK website (training will be given)
  - Delivery of inclusion training to professional and lay leadership as guided by the Head of Community Life when necessary
  - Collate and analyse data in order to write reports about the schools and youth and young adult work
  - Other general duties as reasonably expected of a KeshetUK employee, as directed by your line manager or other senior members of KeshetUK staff
- 4. Line management and key relationships**
  - Work outputs will be supervised and led by the Head of Education. If other work is allocated, it will be signed off by Head of Education.
  - The job-holder will support education and training volunteers before, during and after the delivery of activities and work closely with operational volunteers
  - The job-holder will need to develop and maintain good working relations with trustees, clients and other stakeholders, as well as with staff and volunteers

This is an outline role description and is not intended to be exhaustive. Some months are very busy on delivering training sessions and others will be busy with other tasks and projects. We provide training for many parts of this job. We do not expect someone to be able to do all of this on day one. KeshetUK reserves the right to make reasonable modifications to your job duties to suit the needs of the business. All significant alterations to your employment are subject to a period of consultation and will be confirmed to you in writing.

## Experience, skills and personal qualities

### Essential

- Committed to the aims and objectives of KeshetUK
- Excellent communicator, with strong interpersonal skills and confidence to deliver education and training activities, in both formal and informal settings for people aged 11-25 and foster talent in volunteers of all ages
- Experience of working with or demonstrating understanding of Jewish schools and the informal Jewish education sector
- Experience of working with or demonstrating understanding of the LGBT+ community
- Able to reflect on and manage the challenges of discussing gender and sexuality in educational settings
- Experience of establishing and developing relationships with teachers, youth workers, movement workers and/or volunteers
- Strong organisational skills (including administration), attention to detail and the ability to prioritise and manage a varied workload
- Ability to be versatile depending on available resources
- Ability to work independently, collaboratively and show initiative, adapting to changing organisational needs
- Availability to work weekends and evenings to deliver aspects of the programme. This includes attending JSocs around the country and the pre-camp training of Jewish youth movements in the summer (often outside of London)
- Ability to work well in a small staff team
- A clean enhanced DBS check
- Fluency with Microsoft packages including PowerPoint, Outlook, Excel, Word etc.

### Desirable

- Experience working in the charitable sector
- Knowledge of the national curriculum and Ofsted equality and diversity requirements
- Knowledge and understanding of gender and sexuality and methods to educate on these topics
- Experience of creating educational activities for schools and youth and young adult organisations
- Knowledge and understanding of monitoring and evaluation methods
- Experience maintaining and/or building websites.
- Report writing

At KeshetUK, we welcome and encourage applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation.

## Key Terms and Conditions

### Type of contract

Full time, permanent with a start date to be confirmed.

### Place of Work

Our office is HQ, 344-354 Grays Inn Rd, London WC1X 8BP. The expectation is that you will need to be in the office at least once a week (the entire team works one day a week in the office). There will be regular travel across London to schools and stakeholder meetings and outside of London to other Jewish communities across the UK.

Flexible working in general (from home or elsewhere) is allowed with prior permission from management.

### Working Week

Your working week will comprise 40 hours flexitime, including a paid hour for lunch each working day. Days of work are arranged Monday to Friday, with core hours being 10am-4pm.

You are entitled to time off in lieu (TOIL) with prior permission from management.

### Salary

The FTE salary is £28,000. We are open to flexible working options.

### Annual Leave

21 days paid holiday plus 8 days of public holidays and 13 additional days to be taken over Jewish holidays where these fall on working days.

### Pension

Upon appointment, the job holder will be automatically enrolled in KeshetUK's pension scheme; more information can be discussed at interview stage.

### Probation

The probationary period will be six months and the employee will have a thorough induction during this time.

### Application procedure

To apply for this role, please find all the information on our website at [www.keshetuk.org/recruitment](http://www.keshetuk.org/recruitment).

The process involves:

- Emailing your CV to [jobs@keshetuk.org](mailto:jobs@keshetuk.org).
  - It should be no more than two sides of A4, saved as a PDF and you have removed your name and email address (anything that identifies directly who you are) from the PDF. It should be saved with a title of 'CV Document [Initials] e.g. 'CV Document SR'
- Fill out the [Programme and Volunteer Officer Application Form](#)
- Optional, fill out the [equality and diversity and monitoring form](#).

**Application close:** Monday 12 February 2024, 9am and late applications may not be considered

**Successful candidates will be notified by:** Tuesday 13 February 2024

**First interviews are being planned to take place:** The week of 19 February 2024

For further information about KeshetUK, if you have any questions or would like to request a phone call before applying, please email [jobs@keshetuk.org](mailto:jobs@keshetuk.org) or visit [www.keshetuk.org](http://www.keshetuk.org).