

Programme and Volunteer Officer Job Description



Programme and Volunteer Officer

Background to KeshetUK

KeshetUK has a vision of a world where no one has to choose between their LGBT+ and Jewish identity. We are the only organisation working with UK Jewish schools, youth and young adult organisations, synagogues and wider community organisations to promote the inclusion LGBT+ (lesbian, gay, bisexual and trans) people in all areas of Jewish life in the UK.

We currently have two staff members, our Executive Director (full time) and our Director of Programmes (part time) and are very excited to be recruiting for this full-time Programme and Volunteer Officer.

We engage and enable schools, youth and young adult organisations, synagogues and wider community organisations about the importance of LGBT+ inclusion. We do this through the provision of educational training and resources; working in partnership to develop better practice and more inclusive policies; and developing and maintaining a network of volunteers and educators.

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

Over the next year we have ambitious plans to significantly grow our programme and we are looking to employ a full-time Programme and Volunteer officer 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 that training and education activities in these settings are written and delivered to a high standard. The successful candidate will coordinate and build a community of skilled and motivated volunteers, ensuring that volunteers are supported before, during and after the delivery of activities.

Key responsibilities and duties

1. Delivery of programming for young people in schools and youth and young adult organisations, including to:

- Write and run educational sessions as part of the schools and youth and young adult programme
- Co-ordinate activities in schools and youth and young adult organisations including educational workshops with young people and leadership training
- Work as part of a team to develop 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)
- Brief/debrief volunteers
- Collect and process monitoring and evaluation data
- Other tasks as required

2. Coordinating community building activities for KeshetUK's volunteer network, including to:

- Administer the recruitment process, induction and development activities for new and existing volunteers
- Support the induction process
- Work with volunteers on a programme of community building activities such as a calendar of social events
- Implement volunteer communications in line with the KeshetUK communications plan
- Maintain databases to support KeshetUK work
- Other tasks as required

3. General responsibilities and duties:

- Collate data and write reports about the schools and youth and young adult work as required
- Other general duties as reasonably expected of a KeshetUK employee, as directed by your line manager or other senior members of KeshetUK staff
- Conduct the duties of the job description in accordance with the operational policies of KeshetUK
- Develop and maintain good working relations with Trustees, staff, volunteers and other stakeholders.
- Contribute to the general administration and delivery of all KeshetUK's programmes, (annual) events and overall objectives

Line management and key relationships

- You will report to the Director of Programmes
- You will receive additional support from the Executive Director for pastoral needs and professional development
- You will support education and training volunteers before, during and after the delivery of activities and work closely with operational volunteers

This is an outline role description and is not intended to be exhaustive. We would expect the job holder to accept reasonable alterations and additional task at the same level and any significant changes would be in consultation with the post holder.

Experience, skills and personal qualities

Essential

- Excellent communicator, with strong interpersonal skills and confidence to deliver education and training activities for people aged 11-25 and motivate volunteers of all ages
- Experience of working with or demonstrating understanding of Jewish schools and the informal Jewish education sector
- 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

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- Willingness to work weekends and evenings to deliver aspects of the programme. This includes attending the pre-camp training of Jewish youth movements in the summer (often outside of London)
- Ability to be flexible. Including working independently, collaboratively and showing initiative, adapting to changing organisational needs
- Ability to work well in a small staff team
- Committed to the aims and objectives of KeshetUK

Desirable

- Knowledge and understanding of gender and sexuality and methods to educate on these topics
- Report writing
- Experience of creating educational activities for schools and youth and young adult organisations
- A relevant professional qualification, for example, in Education, Youth and Community Work or Social Work
- Knowledge and understanding of monitoring and evaluation methods
- Knowledge of the national curriculum and Ofsted equality and diversity requirements

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 of February 2019.

Place of Work

The post is based at the JHub (London) and will involve regular travel to schools and other organisations around London and across the UK. Flexible working in general (from home or elsewhere) is allowed with permission from management.

Working Week

This is a full-time permanent position, comprising a total working week of 40 hours, including a paid hour for lunch. Core hours are 10am-4pm and you are entitled to time off in lieu (TOIL) with permission from management.

Salary:

The salary will be £22-24,000 pa.

Annual Leave:

20 days paid holiday plus 8 days of public holidays and 14 additional days to be taken over Jewish holidays.

Pension:

KeshetUK will contribute the legal requirement to a stakeholder pension plan.

Probation:

Your probationary period will be six months and you will have a thorough induction during this time.

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Application procedure

To apply for this role, please use the form on our website at www.keshetuk.org/recruitment and submit an up to date CV and cover letter (no minimum length but no more than two pages) that sets out how you meet the key responsibilities and duties and what you will bring to the role.

Closing date for applications is **8am on Wednesday 28 November** and late applications cannot be considered.

Successful candidates will be notified **by Friday 30 November** to attend an **interview on Wednesday 5 or Thursday 6 December.**

For further information about KeshetUK, if you have any questions or would like to request a phone call before applying please email info@keshetuk.org or visit www.keshetuk.org.