

Job Description and Person Specification

Administrator, Sukkat Shalom/ELJC Fixed term contract for one year (initially) 7 hours per week Monday – Friday (£25,000 p.a. pro rata)

About ELJC:

Sukkat Shalom, the Edinburgh Liberal Jewish Community, is part of Liberal Judaism, one of a number of autonomous communities in the UK. We are a small dynamic community with over 120 members, and the only Liberal Jewish Community in Scotland. Based in Edinburgh, we have members across Scotland and are served by our part-time Rabbi, Mark Solomon. Our core aim is to provide services and activities which embody our values, strengthen our Liberal Jewish identity, and cater for the wide diversity of our members' faith, practice, and support needs. Our services are held in Edinburgh at community venues, and we also hold a proportion of our services online.

ELJC is a lay-led community with our activities overseen by our elected Council and office bearers. At present the position of chair is shared by three co-chairs. ELJC is a Scottish Charitable Incorporated Organisation (SCIO), registration number SCO35678. Further details are available on the organisation page of our web site www.eljc.org.

To date, apart from our Rabbinical appointment, we have not employed any members of staff. The community has continued to grow and has reached the stage where we have decided to move beyond current voluntary arrangements. We therefore now wish to appoint a part-time administrator to assist with the regular administrative requirements, contribute to the smooth running of the community, assist with communications, and help develop the community.

Why work for ELJC:

This is an exciting opportunity for a dynamic, well -organised and strongly motivated individual to join ELJC as its first paid administrator. Given the nature of the role, the successful applicant will need to work from home and be able to work on their own initiative. We anticipate that taking account of the nature of the post, the post-holder will work their hours flexibly across the week to meet the needs of the community. We have funding for the post for one year and from the start we will work towards identifying further funding to sustain and expand the post in the longer term. In addition to salary, benefits include pension contributions and pro-rata annual leave entitlement.

About you:

You will have excellent administrative skills, able to work on your own initiative and in close contact with the community leadership to further the community's aims. You will be a team player, whilst working part-time and from your own location. Flexibility in working hours is essential to be able to meet the needs of the community. Experience of a range of software tools and online systems such as Microsoft and Google is essential as are keyboard skills, and the ability to work with spreadsheets, databases, newsletters and mailing systems. In addition to organisational skills, familiarity with financial systems and maintaining financial records would be highly beneficial.

On a personal level, you will need excellent communication and people skills, and the experience to deal with individuals from a diverse community of Jewish people. Ideally, you will have knowledge of Liberal Judaism and its objectives, familiarity with the needs of a small, progressive Jewish Community and awareness of the Community's purpose and role within the wider community. You will be committed to supporting ELJC to cement its place in the wider community and helping ELJC to grow and develop further.

Job Description

1. To facilitate delivery of ELJC's aims and objectives and assist in the support and development of the Community.
2. In conjunction with Council Officers be a contact point for enquiries from members, external individuals, and organisations.
3. To coordinate Council Meetings, take minutes where required, circulate information, and liaise with the Chair/s and council members.
4. To attend council meetings as required, provide support to the Co-Chairs in the running of Council and in the smooth running of council business.
5. To assist with coordination of religious services, room bookings and liaison with members
6. To deal with membership enquiries and maintain our data management system.
7. To maintain up-to-date records of conversion candidates and respond to their routine inquiries.
8. To deal with incoming and outgoing correspondence related to ELJC.
9. To assist with the Community's financial matters and contribute to fundraising initiatives
10. To maintain communication with the membership and mailing list through weekly email reminders and other mechanisms as required, in conjunction with the secretary and other relevant members of the Council.
11. To liaise with the Chair/s and the Rabbi over community needs and necessary arrangements.
12. Follow policies and procedures of the organisation.

13. To ensure that GDPR requirements and confidentiality is maintained at all times.
14. In addition to work outlined above, undertake other duties as may from time to time be required.

Edinburgh Liberal Jewish Community: Administrator - Person Specification		
	Essential	Desirable
Qualifications	<p>Educated to standard grade in English and Maths, or equivalent level. Have a good standard of literacy and numeracy.</p> <p>Proficient in computer / IT systems, Microsoft Office, and other comparable systems</p>	<p>HNC (admin / business related)</p> <p>Educated to degree level.</p>
Experience	<p>Previous relevant Secretarial / Admin experience. Good all-round experience in office practices and procedures.</p>	<p>Previous experience of work in the voluntary or charitable sector.</p> <p>Experience of fundraising initiatives.</p> <p>Experience of working within and for a religious community.</p>
Knowledge	<p>Experience of a range of software tools and online systems such as Microsoft, Teams, Zoom etc. Good keyboard skills, and the ability to work with spreadsheets, databases, newsletters and mailing systems.</p>	<p>Knowledge of financial systems and maintenance of financial records</p> <p>Awareness of Data Protection Legislation</p> <p>Knowledge of Liberal Judaism and its aims</p> <p>Familiarity with communal religious structures and organisations</p>
Skills and Attributes	<p>Enthusiastic and reliable. Flexible and adaptable with excellent organisational skills. Excellent communication and interpersonal skills.</p> <p>Ability to work calmly and effectively under pressure and to deadlines.</p> <p>Able to manage own workload and work on own initiative.</p>	

	Ability to work flexibly to meet the needs of the Community.	
Values and Attitudes	Appreciation of the need for discretion and confidentiality Commitment to diversity, equality inclusion and the ability to support a diverse community.	
Other	Willingness to be flexible and adaptable in meeting the needs of the post. Ability to work flexible hours. Have the scope to carry out required duties from home. To undergo satisfactory disclosure checks	