



Part-time Administrator and Operations Role (Remote)

28-35k per annum pro rata

Kehillah North London

This multi-faceted role is of central importance to our small, dynamic Liberal synagogue. We are an urban, diverse community based in Stoke Newington. We put relationships at the heart of everything we do. We are looking for someone to work with us in the areas of communications, book-keeping, event planning and general administration.

Working from home, you will look after our communications (website, blog, newsletter), be a first-point-of-contact for members and potential members and work closely with our Treasurer to record financial transactions and keep our financial records up to date. With the committee, you will help to plan and administer events.

The work is varied and no two days are the same. You must be well organised, self sufficient and proactive. The role is expected to work largely independently, working alongside our Rabbi, Chairs and Management Committee. Hours will be 15 hours per week.

Pay will be between £28,000 - £35,000 per annum pro rata, commensurate with experience. Pension and other employee benefits will be included. There will be an initial probationary period of 3 months.

Tasks will include:

Communications – maintain and update website, co-ordinate and produce weekly newsletter and liaise with volunteers to produce our quarterly newsletter

Membership – promptly respond to queries from potential and existing members, maintain membership records, process membership applications and yearly renewals

Events – help the committee to plan annual calendar and individual events, book venues, source materials, create and manage ticketing for larger events

Finance – process membership and event-related payments, maintain accurate financial records (in Excel), carry out general administration related to the rabbi's salary/pension and the burial fund, complete HMRC returns and Gift Aid applications

Administrative support – attend and minute committee meetings (every 12 weeks), provide general administrative support to the rabbi and the committee

Skills/experience needed:

- Organised and able to prioritise tasks
- Strong ability to work independently
- Ability to maintain accurate financial records
- Proactive and self-motivated
- Excellent attention to detail
- Good communicator including with individuals who may be experiencing stressful life events
- Able to build and maintain good relationships with rabbi, committee, members and other stakeholders
- Good IT skills (Microsoft Word, Google docs, Excel and online publishing)
- An active interest in the voluntary sector and a commitment to helping our community grow and thrive

An enhanced DBS check will be required.

We recognise that there are many components to this role and therefore we will also be looking for a candidate who is able to accurately assess the size of the workload and negotiate it regularly with the Chair, Treasurer and Rabbi.

Application Process

Please submit a CV of no more than 2 sides and a covering letter of no more than 1 side to chair@kehillah.org.uk by Sunday 31st March at 12pm.

Interviews will take place in week commencing 1st April with a view for the position to start in late April.

If you have any questions about the role in advance, please email chair@kehillah.org.uk.