



**“Being Jewish in Scotland”  
Project Worker**

- Salary:** c. £20 000 pro rata, depending on experience etc.
- Hours:** approx 20 hours per week on average (variable, some weeks may be almost full-time). Sunday and evening working will be required.)
- Duration:** from September 2011 or sooner for approx 9 months.  
(May be possible to extend for a successful appointee, depending on available funding.)
- Location:** Glasgow based but travelling will be required, including occasional over-night stays when attending events in remote locations.

**Closing Date: Monday 12th September 2011**

**Proposed interview dates week beginning 19<sup>th</sup> September 2011**

For further information, please see <http://www.scojec.org/bjis.pdf>  
or e-mail [scojec@scojec.org](mailto:scojec@scojec.org) or phone 0141-638 6411 or 07887-488 100.

**To apply please send a c.v. and letter of application to SCoJeC at the address above.**

## **1. INTRODUCTION**

The Scottish Council of Jewish Communities (SCoJeC) is the representative body of all the Jewish communities in Scotland comprising Glasgow, Edinburgh, Aberdeen, and Dundee, as well as the more loosely linked groups of the Jewish Network of Argyll and the Highlands, and students studying in Scottish Universities and Colleges. SCoJeC is a Scottish Charity, and its aims are to advance public understanding about the Jewish religion, culture and community. It works with others to promote good relations and understanding among community groups and to promote equality, and represents the Jewish community in Scotland to government and other statutory and official bodies on matters affecting the Jewish community.

See Appendix A for more information about the Council, and our website [www.scojec.org](http://www.scojec.org) for full information about our activities.

## **2. PURPOSE**

SCoJeC has been awarded a grant by the Scottish Government to carry out a short-term study of the varied experiences of Jewish people throughout Scotland. SCoJeC aims to work inclusively and participatively, and the study will be done by a range of complementary qualitative procedures, designed to encourage engagement by wide involvement from all sections of the diverse community.

The main function of this post is to arrange events in a geographically diverse range of locations, conduct interviews, facilitate meetings, collate data, and draft minutes and reports, as directed by the project leader. Full details of the project are in Appendix B.

## **2. MAIN DUTIES**

The tasks of the Project Worker post will be to:

- Develop consultation format
- Construct a survey questionnaire for inclusion in *Four Corners* and on our website
- Arrange and conduct consultation meetings and focus groups, combined with social events, in communities around Scotland (to include, amongst others, Aberdeen, Dundee, Dumfries, Edinburgh, Glasgow, Inverness, Lochgilphead, Skye, and St Andrews).
- Liaise with diverse communal and other organisations and individuals to facilitate meetings and events, especially outside the central belt.
- Where possible arrange for remote conferencing facilities to enable virtual participation from people living too distantly to be able to attend in person.
- Continue to publicise the project and questionnaire widely to encourage individual responses from people throughout Scotland.
- Publish and publicise an online version of the survey (using, e.g., survey monkey).
- Arrange meetings with inter-communal organisations and official bodies to invite input, especially comparative data, and to promote improved communications and develop partnership activities.
- Seek additional funding to enable ongoing support to small communities and isolated individuals beyond the end of the project.
- Write draft report of consultation findings from consultation meetings, focus groups, and *Four Corners* and survey monkey questionnaires.
- Arrange meetings with inter-communal organisations and relevant public bodies (as above), to discuss findings and promote good relations and partnership activities.
- Draft final report for the Scottish Government.
- Draft report for the SCoJeC website, and a summary in *Four Corners*
- *If successful in finding follow-up funding:*  
Hold follow-up meetings/events in the same communities across Scotland (with entertainment to encourage attendance). Promote engagement with external organisations by inviting representatives from CST, local police, local council, BEMIS, etc, and promote cross-communal links by encouraging communities to send representatives to events in other areas.

## **ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE**

- Degree or equivalent qualification.
- Knowledge and understanding of the Jewish Community of Scotland.
- Knowledge and understanding of the role of SCoJeC, and its relationships with other communal organisations and organisations outwith the Jewish Community.
- Understanding of flexible, inclusive qualitative methods of enquiry and a commitment to voice and empowerment in community action. Familiarity with grounded theory or open coding would be an advantage.
- Excellent communication skills, both written and oral.
- Proven experience of working with a range of public and third-sector bodies.
- Proven ability to produce high quality reports and other documents.
- Time management skills, including the ability to co-ordinate tasks and work to deadlines.
- Proven organisational ability.
- Computer literate, preferably including desk-top publishing.
- Clean driving licence and comprehensive insurance.

## **TERMS & CONDITIONS OF SERVICE**

### **1 SALARY**

Payment will be per hour worked at the agreed rate. You will be expected to account for hours worked, and any expenses incurred during the last week of each calendar month, and salary will normally be paid within a week of receipt of claim. The post is not pensionable.

### **2 WORKING HOURS**

The post is estimated to require around 20 hours per week on average throughout the life of the project. However, there will be occasions when arranging and attending events in remote locations will require an extended day or an overnight stay, in which case an additional allowance will be payable. Some working on Sundays and in evenings will be required since the majority of consultation events will have to be held at these times.

### **3 PLACE OF WORK**

The post will be nominally based at the SCoJeC office in Glasgow, but you will normally be expected to work from home. Travelling is a requirement of this post.

### **4 TRAVEL**

You will be required to travel to arrange and attend events in connection with the project, and may also be required to travel to attend conferences or seminars to publicise the project. Travel will normally be by public transport, unless previously approved by the Director. You may be required to use your own car, or to hire a vehicle if appropriate. Travel and subsistence expenses will be reimbursed on the basis of receipts or, where the use of a private car is necessary or approved, at the prevailing mileage rate.

### **5 CONDITIONS OF APPOINTMENT**

Any offer or contract of employment issued is conditional upon the following:

- Receipt of two references that are satisfactory.
- Proof of educational or other qualifications.
- Proof of legal right to take up permanent employment in the UK (if appropriate).

### **6 HOLIDAYS**

As a Jewish organisation, SCoJeC closes for all Jewish holidays. We do not close for any other public holidays.

### **7 REPORTING and APPRAISAL**

The employee will be required to report regularly on his or her activities to the SCoJeC Executive through the Director, and to draft reports as required by the Scottish Government.

## **Appendix A: What does SCoJeC do?**

The Scottish Council of Jewish Communities was established in 1999 in response to Devolution with the principal aim of providing the Jewish Community of Scotland with a single democratically accountable voice in dealings with the Scottish Parliament and Executive, other communities, and other statutory and official bodies. That remains a core element of its work and the Council is now recognised in the Jewish and wider Scottish communities as the representative umbrella body of all the Jewish communities in Scotland, comprising Glasgow, Edinburgh, Aberdeen and Dundee as well as the more loosely linked groups of the Jewish Network of Argyll and the Highlands, and students studying in Scottish Universities and Colleges.

The Council is a registered charity (SC029438) whose objects are :

- i. to advance the education of the general public about the Jewish religion and the Jewish Community of Scotland;
- ii. to advance the welfare of the Jewish community of Scotland and to promote its participation in the civic life of Scotland;
- iii. to promote racial harmony and good relations between the Jewish Community and other religious, ethnic, and racial groups.

In furtherance thereof, it may cooperate with other organisations which promote good relations and understanding between people of different religious, ethnic, and racial groups, and provide information, advice and assistance to educational, welfare and other organisations.

The Council's remit has expanded considerably over the last nine years and now also includes a strong commitment to supporting the smaller Scottish Jewish communities, and particularly individuals and families living outwith any Jewish community, often in isolated and rural locations, who nonetheless wish to retain and develop links with other Jewish people.

The Council is now widely recognised as a key point of intersection between the Jewish and wider Scottish communities and its remit includes a strong commitment to fostering integration and promoting dialogue and understanding. The Council's work in this area has been extremely well received on all sides. Many organisations and individuals in the wider Scottish community have said how helpful they find it to have a single point of contact to the views of the Jewish community, and many organisations and individuals in the Scottish Jewish community have told us how much they value the channel that the Council provides for conveying the views and interests of the community to the wider world.

In particular the Council aims to :

- provide a means by which policy-makers in the Scottish Executive and other statutory and non-statutory bodies can access information about the Jewish community and its needs in order to support them in improving the provision of services and support to minority ethnic communities
- provide a means by which members of the Scottish Jewish community can access information about new and existing policies issued by the Scottish Executive and other statutory and non-statutory bodies in order to promote closer working with mainstream services
- provide support to the smaller Scottish Jewish communities

- arrange capacity-building activities, briefings on current policy issues, and other events in the Scottish Jewish community
- enable the views of the Scottish Jewish community to be expressed effectively so that they can be taken into consideration by policy-makers when developing service provision to minority ethnic communities
- promote dialogue and understanding between the Jewish community and other communities in Scotland

The Council also provides services to the entire Jewish Community, such as administering Protection of Vulnerable Groups Scheme Records for people working with children or vulnerable adults in the Scottish Jewish community to ensure compliance with the Protection of Vulnerable Groups (Scotland) Act, sponsoring employees from outwith the European Economic Area for UK Border Agency purposes, and confirming to National Records of Scotland the bona fides of rabbis from outwith Scotland who wish to officiate at marriages in Scotland.

In recent years the Council has:

- provided information about Judaism and the Jewish Community in Scotland by:
  - publishing *Scotland's Jews*, an information booklet about the Scottish Jewish communities, the Jewish religion, specific information relating to the new Employment Legislation, health provision, and other , and distributed nearly 6,000 copies to schools, universities, NHS spiritual care chaplaincies, prison chaplains, and police diversity officers.
  - responding to enquiries from the Scottish Government, local authorities, NHS boards, schools, police authorities, etc
  - responding to individual enquiries, requests for information or speakers, etc
  - making the *Jewish Way of Life* educational software available, in partnership with the Pears Foundation and Learning and Teaching Scotland, as an educational resource for Scottish schools to run online from the Council website <http://www.scojec.org/resources/resources.html>
  - organised current issues briefings for professionals in the Scottish Jewish community.
- published a quarterly newsletter, *Four Corners*, for the remote Jewish communities and isolated individuals, to provide information about and promote participation in events and activities across Scotland.
- run an outreach programme to raise awareness and provide support to the very small Jewish communities, students, and isolated groups and individuals in the Jewish community living throughout Scotland from the Borders to the Shetlands, including a series of "Kosher Ceilidh" events which were attended by almost 1,000 people at 12 venues, almost 200 of whom were from outwith the Central belt, and c.50 of whom had had no previous contact with the Jewish community.
- worked in partnership with small organisations in the Jewish community to provide additional support in a variety of ways, including:
  - widening the remit of the student chaplain to develop capacity in small communities by building links between Jewish students and isolated residents to participate in joint activities, and provide mutual support;

- facilitating participation in educational activities by people living outwith the Central Belt;
- developing an educational programme and resources for Jewish children that will be available online, and designed for use in small groups, and by individual families living at too great a distance to participate in existing classes.
- represented the Jewish community in Scotland to government and other statutory and official bodies, by
  - liaising with MSPs and others on matters affecting the Jewish community.
  - responding to consultations on a wide range of subjects. During ~~2009~~ 2010-11 these included amongst others the Certification of Death Bill, Offensive Behaviour at Football and Threatening Communications Bill, charity Law, Animal Welfare, Equalities, which have been issued by the Scottish Parliament and Government and other bodies including Strathclyde Police, the Ministry of Justice, the Office of the Scottish Charity Regulator and the General Register Office for Scotland.
- in collaboration with Bemis, produced MEMO, a weekly digest of activity in the Scottish and UK Parliaments, the Scottish Government and Whitehall, and relevant statutory and non-statutory organisations, and MEMO+, as series of occasional briefing papers on matters of relevance to minority communities, such as the Census and party election manifestoes. These are supported by the Scottish Government and are circulated electronically to a wide range of voluntary sector organisations.
- Produced a daily digest of activity in the Scottish and UK Parliaments, the Scottish Government and Whitehall, the Welsh and Northern Irish Assemblies and Executives, European Parliament, and relevant statutory and non-statutory organisations on matters of relevance to the Jewish community throughout the UK. This is supported by the Jewish Leadership Council, and circulated electronically to a wide range of communal organisations.
- liaised and collaborated with other organisations within the UK and European Jewish community to provide a joined-up service across the whole of the UK.

## **Appendix B: The Project**

### **1. What are we proposing to do?**

This is a small-scale qualitative study of the experience of “being Jewish in Scotland”, especially as regards individuals’ perception of their own and their community’s sense of security or otherwise. In addition to gaining better understanding of the Scottish Jewish community, we hope that this will also provide more widely applicable insights into what affects people’s perceptions of their safety amongst distinctive, geographically dispersed, communities in Scotland, in both urban and isolated rural areas, and from all or no religious affiliations.

We see this work as

- adding to the social capital of the Jewish community overall,
- complementing and extending SCoJeC’s current outreach project,
- engaging Jewish people throughout Scotland more directly in public processes,
- providing invaluable information and perspectives for agencies throughout Scotland who are engaged with community planning and public safety.
- enhancing feelings of self-confidence and wellbeing especially among people living outwith any settled Jewish community, by developing and implementing a programme of support in partnership with a wide range of public bodies.
- providing evidence to enable us to consider whether the development of any other resources and mechanisms would contribute to the sense of security and well-being of vulnerable Jewish people, especially in isolated rural areas;
- enabling us to explore with BEMIS, RECs, the Scottish Inter-Faith Council, and other bodies representing minority communities whether similar types of support would be appropriate to other minority communities.

### **2. What is the project for?**

The aims of the project are

- to gather information about the experience of Jewish people in Scotland in relation to community safety.
- to engage Jewish people and to encourage them to reflect on the relationship between Jewish communities and the wider Scottish society,
- in light of our findings, further to engage in a wider discussion and partnerships with relevant others, such as representatives of other religions and organisations such as ACPOS.
- to develop an understanding of the relationships in a strong but geographically dispersed community.
- to provide evidence about people’s experience of being Jewish in Scotland to enable us to identify the concerns of the community and so represent and provide support for the community more effectively;
- to enable us support the settled communities, emerging small groups, and individuals throughout Scotland to become more confident to express their identity and to engage with local organisations.

**This will advance our objectives** by enabling us to:

- identify the concerns of the community and so represent and provide support for the community more effectively;
- strengthen networks and social capital in the Jewish community
- provide support to Jewish people in Scotland; and
- assist organisations charged with community safety to support and respond effectively to the needs and concerns of the Jewish community.

and will also

- assist Scottish Government departments, Local Councils, the police, NHS, and other statutory organisations to support and respond more effectively to the needs and concerns of the Jewish community, and by extension, to gain a better understanding of small, geographically dispersed minority communities in Scotland.

#### **4. How will the project be carried out?**

##### **Methodology**

The research will be done through qualitative, intensive methods. Given the dispersion of the community throughout Scotland, engagement will be encouraged and developed through a range of complementary procedures. SCoJeC aims to work inclusively and participatively. Some preliminary work has been done to establish a framework, to engage the support of community organisations and to explore the possible remit for the project outlined here.

*Sampling.* The project will be inclusive and wide ranging, drawing information from the widest possible range of Jewish people in diverse circumstances from across Scotland. SCoJeC has contact with more than sixty communal organisations in Scotland: all of them will be invited to comment, and to cascade that invitation on to their membership. SCoJeC also has contact with individual Jewish people living in relative isolation, including people in rural areas and others who live in communities where there are few Jewish people.

*Methods.* Respondents will be asked open questions seeking to examine their experience of living in Scotland and their perceptions of community safety. The questions will be developed, not to prompt particular kinds of response, but to engage people in discourse and to encourage them to identify the issues that matter to them. The methods used to elicit information will be a combination of individual questionnaires and focus groups.

- The individual questionnaires will use qualitative, open questions covering the thematic issues.
- There will be further internet-based enquiries to allow more individuals to respond.
- Focus groups will be used to bring together people from identifiable communities to identify common issues on a thematic basis.

*Data processing.* The responses will be recorded manually and processed through open coding. Responses will be organised thematically, using the process called “grounded theory”, in order to classify and present issues raised.

*Outputs.* The results will be reported to the Scottish Government, disseminated in a report, through public meetings, and by the communications channels of the SCoJeC.

*Ethical issues.* This is intended to be empowering, inclusive social research: participation in the research can be understood in these terms as an opportunity for voice and so as a benefit in itself. Participants will be anonymised, and personal identifiers will be removed, but the research cannot be fully confidential, because central to the purpose of the research is a concern to communicate the feelings and views of participants to the Scottish government and others. The comments and consent of respondents to participation will be obtained on the understanding that their comments are to be used in this way. Support from SCoJeC will be available for individuals who wish to raise sensitive issues.

**Proposed time-scale:**

Sept 2011	Develop consultation format.
Oct – Dec 2011	<ul style="list-style-type: none"> <li>Hold consultation meetings, combined with social events, and focus groups, etc in communities around Scotland (to include Aberdeen, Dundee, Dumfries, Edinburgh, Glasgow, Inverness, Skye, and St Andrews). Where possible do so in partnership with local organisations, and use remote conferencing facilities to enable virtual participation from people living too distantly to be able to attend in person).</li> </ul>
Dec 2011	<ul style="list-style-type: none"> <li>Publicise the consultation in <i>Four Corners</i>; include a survey questionnaire in <i>Four Corners</i> about experiences (good and bad) of being Jewish in Scotland.</li> </ul>
Jan – Mar 2012	<ul style="list-style-type: none"> <li>Publish an online version of the survey (e.g. survey monkey) and publicise through the same channels as above.</li> <li>Continue to publicise the <i>Four Corners</i> survey questionnaire widely on the SCoJeC website, and cascaded by communal organisations to encourage individual responses from people throughout Scotland.</li> <li>Hold consultation meetings with diverse communal organisations.</li> <li>Seek additional funding to enable ongoing support to small communities and isolated individuals beyond the end of the project.</li> </ul>
Apr – Jun 2012	<ul style="list-style-type: none"> <li>Repeat the survey questionnaire in <i>Four Corners</i>.</li> <li>Meetings with inter-communal organisations, interfaith groups, etc, to invite input, especially comparative data.</li> <li>Meetings with ACPOS, Procurators Fiscal, Local Authorities, NHS Boards, Regional Equality Councils, etc, to promote improved communications, and develop partnership activities.</li> <li>Add relevant organisations and individuals to the SCoJeC mailing list in order to keep them informed of activities and concerns in the Jewish community.</li> </ul>
Jun 2012	<ul style="list-style-type: none"> <li>Write draft report of consultation findings from consultation meetings, focus groups, and <i>Four Corners</i> and survey monkey questionnaires.</li> <li>Meetings with inter-communal organisations and relevant public bodies (as above), to discuss findings and promote good relations and partnership activities.</li> </ul>

Aug 2011	<ul style="list-style-type: none"> <li>• Final report to the Community Safety Unit.</li> <li>• Publish report on the SCoJeC website, and a summary in <i>Four Corners</i></li> </ul>
Sept 2012 onwards	<p><i>If successful in finding follow-up funding:</i>  Hold follow-up meetings/events in the same communities across Scotland. Promote engagement with external organisations by inviting their representatives, and promote cross-communal links by encouraging communities to send representatives to events in other areas.</p>

## **5. What difference will the project make?**

The project will make a difference to:

- **Jewish people in Scotland**, particularly those living in the very small communities outwith the Central Belt, and isolated individuals outwith any settled community, by facilitating more consistent development of supportive social networks.
- **effective government in Scotland**. The construction of community planning as a local activity can sometimes mean that minority communities that are geographically dispersed lose opportunities to be heard. SCoJeC has unique access to Jewish communities and Jewish people in Scotland. It has contact with over fifty Jewish community organisations and a unique mailing list of isolated individuals from across Scotland. No other organisation in the country has the contacts, networks or representative structure to undertake this work.
- **Jewish Communities and groups in Scotland** by helping them pool resources, share experiences, organise joint events, achieve critical mass, and feel less isolated, by, for example:
  - promoting activities that develop self-confidence by enabling people to feel pride in their identity and community.
  - facilitating engagement with local bodies to secure provision of culturally specific services.
- **Local councils, police, NHS, procurator fiscal service, and other service providers**, by facilitating links with the local and national Jewish community.
- **Other minority communities in Scotland** by raising awareness of the needs of small, geographically dispersed communities in Scotland, and developing a model of distributed resourcing, networking, and support, that can be rolled out to others.

**The Scottish Government is supporting this project because it advances its strategic goals by :**

- contributing to creating a society in which Jewish people (and, by extension, members of other minorities), especially those who are particularly vulnerable because they live at a distance from any settled community, feel better connected and supported, and so more confident and secure.
- promoting active citizenship by building capacity in the small Jewish communities, and supporting isolated and vulnerable Jewish individuals (and, by extension, members of other

minorities), to become more engaged with, supported by, and responsive to local councils, the police, NHS, and other bodies to access culturally specific services.

- developing mechanisms to improve participation in response to the changing demography of the Scottish Jewish community, and in particular to create a more active and vibrant environment both for the ageing majority and for younger incomers.

In particular, the project contributes to the Scottish Government National Outcome 9, “ We live our lives free from crime, disorder and danger”, in that it will play a significant role in enabling Jewish people to express communicate their experiences and perceptions both to others in the Jewish community and more widely to others in Scotland, by:

- providing support and reassurance for some, and improved awareness for others,
- providing an additional route for engagement and the expression of issues,
- facilitating engagement with local bodies to secure provision of appropriate culturally specific services, and
- further developing links between public services and agencies, such as local authorities, police, and NHS, with the Jewish community. Although these links already exist in the larger Central Belt communities, there is still not a widespread awareness of the individual families and small clusters of Jewish people who live throughout the whole of Scotland, nor of their particular needs.

It also contributes to Scottish Government National Outcome 11, “ We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others”, because although there are strong, vibrant Jewish communities in the central belt, Jewish communities elsewhere in Scotland are relatively fragile and isolated. This project will help to develop links between Jewish people throughout Scotland, and to engage them, to whatever extent they want, in the national communal network.

## **6. Monitoring and oversight**

SCoJeC’s Council includes co-opted members as well as representatives of all the various Jewish communities in Scotland according to size (for example, Glasgow sends five delegates and Edinburgh sends three), and of the scattered rural community and Jewish students. The co-opted members, who currently include a former judge and professor of law, and the former head of a Scottish Government department; former members have been the Director of a large Social Services organisation that works in partnership with a local authority, and the Convener of the Scottish Interfaith Council, bring a wide range of specialist experience to our discussions.

### **How will we ensure the project is good quality?**

- The project will conform with the norms of professional reports in qualitative research produced by universities and research unites throughout Scotland. The validation of responses in qualitative and intensive research is generally undertaken through “triangulation” or cross-validation of responses, a process generally satisfied through the thematic ordering of responses from different sources. The report will be open to public and academic scrutiny.
- We have discussed this proposal with the leadership of a large number of synagogues and other communal organisations in all of the settled Jewish communities in Scotland as well as with Council members, and have received an extremely positive response. They have told us

that, in addition to providing accurate and up-to-date information to the Scottish Government to enable it to respond effectively to community safety issues, it will also provide valuable information to assist in planning for the future needs of the community.

- During the course of the project we will actively seek feedback from the full Council, members of the Jewish community more widely (such as the CST and the Board of Deputies), partnership organisations (such as BEMIS and the Scottish Inter-Faith Council), and other external bodies with which the project will liaise, (such as the police and procurator fiscal service), and will regularly reassess the project in light of that feedback.

As the primary object of the research is community engagement and the development of social capital, the project's success will be judged on the range and diversity of responses and participation in it. Since most of the outcomes of this project are qualitative rather than quantitative, difference can only be evidenced by gathering reports of expressed attitudes, observing changes in behaviour, and inferring general conclusions. Relevant indicators include:

- Very small communities becoming more pro-active, in relation to the issues raised.
- More frequent engagement
  - between Jewish students and local settled Jewish communities
  - between Jewish communities in different areas of Scotland
  - between individuals living outwith any settled community and the mainstream community
  - between Jewish communities and organisations in their wider local community
  - between Jewish communities and local council, police, etc.
- Increase in unsolicited submissions to *Four Corners*
- Increase in *Four Corners* mailing list
- increased numbers of hits on our website
- increased numbers of enquiries about the community