



## **Community Engagement and Education Manager**

To start in autumn 2022

c.20 hours per week (possibly as two separate jobs\*), depending on work schedule and funding

Self-employed – hourly rate negotiable depending on qualifications and experience

SCoJeC is based in Giffnock; however this role can be home-based with travel expected for events

**The Community Engagement and Education Manager(s) will be responsible for leading our work in reaching out to small communities, organising events, and developing our education programme. There may also be opportunities to conduct research.**

The ideal candidate(s) will be flexible, imaginative, and resourceful, and have experience in the relevant area. Ideally, they will also have experience in fundraising.

Applications should be emailed to [scojec@scojec.org](mailto:scojec@scojec.org) no later than noon on Sunday 9th October with the subject line '**Community Engagement and Education Manager Vacancy**', together with a CV and a covering letter of no more than two pages.

\*We would consider making more than one appointment (either as a job share or otherwise), so please get in touch if you feel your skills and experience match any part of the role and note this in your email.

### **About SCoJeC**

The Scottish Council of Jewish Communities (SCoJeC) is the representative body of all the Jewish communities in Scotland. The Council advances public understanding about the Jewish religion, culture and community, by providing information and assistance to educational, health, and welfare organisations, representing the Jewish community in Scotland to Government and other statutory and official bodies, and liaising with Ministers, MSPs, Churches, Trades Unions, and others on matters affecting the Jewish community. The Council also provides a support network for the smaller communities and individuals and families who live outwith any Jewish community, holds events throughout Scotland, provides speakers and educational resources for schools, and assists organisations within the Scottish Jewish community to comply with various regulatory requirements. SCoJeC also promotes dialogue and understanding between the Jewish community and other communities in Scotland and works in partnership with other organisations and stakeholders to promote equality, good relations, and understanding among community groups.

## Community Engagement and Education Manager

### Main Duties – Community Engagement Manager

- To continue and develop our programme of events to connect Jewish people all over Scotland
- To bring Jewish heritage and culture in its broadest sense to the wider Scottish population.
- To plan and manage the delivery of online, face-to-face and hybrid events across Scotland, utilising the [Jewish Scotland Connected](#) programme as appropriate.
- To manage, develop and interpret research about being Jewish in Scotland.
- To produce and circulate SCoJeC's eNews to keep our mailing list informed about events and opportunities in Scotland.
- To identify suitable sources of funding for future SCoJeC activities and draft applications. Once secured, monitor the spend, draft reports to funders and SCoJeC council on how these funds have been used.
- To respond to community requests for support, and act as a resource to point people to the correct contacts.
- To work with SCoJeC's Public Engagement and Projects Manager, members of SCoJeC's Executive and Council, and SCoJeC member organisations around the country on occasion as required.
- Provide line management to SCoJeC's Support and Development Officer.

### Main Duties – Education Manager

- To provide administrative and professional support to our volunteer training programme and our Jewish Education in Schools programme.
- Develop and manage production of resources and material for SCoJeC's Education programme, including school visits and web-based resources.
- Produce and circulate targeted eNews for local authorities and schools advertising what we offer.
- Where possible, identify suitable sources of funding for SCoJeC education, and draft applications. Once secured, monitor the spend, draft reports to funders and SCoJeC council on how these funds have been used.

*(Note that we would consider separating these roles and making more than one appointment (either as a job share or otherwise), so please get in touch if you feel your skills and experience match any part of the role.)*



## Person Specification

### Essential

- Experience of event management (*for Community Engagement post*)
- Experience of teaching or education management (*for Education post*)
- Excellent written and oral communications skills
- Flexibility and ability to react to a fast-changing environment
- Familiarity with Judaism, the Jewish way of life, and the Scottish Jewish community
- Understanding of the needs and concerns of the Scottish Jewish community

### Desirable

- Experience of supervising and supporting a staff team
- Experience of teaching or education management (*for Community Engagement post*)
- Experience of event management (*for Education post*)
- Experience of carrying out social science research
- Experience delivering training programmes
- Knowledge of the Curriculum for Excellence
- Understanding of the needs of minority groups
- Experience of fundraising and bid writing