



Education Officer

To start in winter 2022, c.10 hours per week, 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 and meetings.

The Education Officer will be responsible for developing our education programme and supporting SCoJeC's aim of representing, connecting, and supporting Jewish communities.

Applications should be emailed to scojec@scojec.org before noon on Wednesday 30th November with the subject line 'Education Manager Vacancy' together with a CV and a covering letter of no more than two pages.

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.



Reporting to: Community Engagement Manager

Main Duties

- 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.
- Work with the [Sharing Jewish Scotland](#) project team as required.
- 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.
- To work with SCoJeC's staff team, members of SCoJeC's Executive and Council, and SCoJeC member organisations around the country on occasion as required. This may include supporting in the delivery of events.

Person Specification

Essential

- Experience of delivering education programmes
- Excellent written and oral communications skills
- 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 delivering training programmes
- Knowledge of the Curriculum for Excellence
- Understanding of the needs of minority groups

