



### **Community Engagement and Events Manager**

To start as soon as possible.

C.20 hours per week including weekends, evenings and travel.

Self employed and part time (rate open to negotiation). There may be potential to offer a contract and increase hours if of interest to the candidate.

The SCoJeC office is based in Giffnock. This role can be home based with travel expected for delivering events. Flexibility to work evenings and weekends is required.

The Community Engagement and Events Manager will be responsible for leading our work in reaching out to isolated Jewish people and small communities, and organising events throughout Scotland. There may be opportunities to support research into the community in Scotland, and to represent SCoJeC on other forums.

Applications should be emailed to [scojec@scojec.org](mailto:scojec@scojec.org) with the subject line 'Community Engagement and Events Manager' together with a CV and a covering letter of no more than two pages.

Applications close at 6PM on the 28th May, and we anticipate interviews to take place via Zoom on the week beginning 29th May.

## **About SCoJeC**

The Scottish Council of Jewish Communities (SCoJeC) is the democratic 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 Events Manager**

### **Main Duties**

- 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.
- 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 work with SCoJeC's staff team (including Education Manager, External Engagement Manager and Support and Research Officers), members of SCoJeC's Executive and Council, and SCoJeC member organisations around the country on occasion as required.
- Where funding allows, support research about being Jewish in Scotland by running focus groups alongside events.

### **Person Specification**

#### **Essential**

- Experience of event management
- 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 carrying out social science research
- Experience of fundraising and bid writing
- Understanding of the needs of minority groups