



Brodetsky Primary School  
Henry Cohen Campus  
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Leeds LS17 7TN

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Executive Headteacher: Susy Hardacre  
Deputy Headteacher: Sharon Bhogal

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Jewish Education Outreach Officer</b>
<b>Employer:</b>	Leeds Jewish Representative Council
<b>Hours:</b>	20 Hours per week (flexible to work during some evenings and weekends)
<b>Pay Range:</b>	£30,000 - £40,000 per annum (pro rata)
<b>Contract:</b>	Fix Term Contract until October 2022 (including a 3 month probationary period) with the potential of this role becoming permanent
<b>Line Managers:</b>	Educating for Impact Change Manager & Brodetsky's Head of Jewish Studies
<b>Report to:</b>	Educating for Impact Steering Committee
<b>Base:</b>	Henry Cohen Campus

### Role:

For the first time, Brodetsky Primary school, together with the Leeds Jewish Representation Council (LJRC), is seeking a motivated and exceptional individual, who is in pursuit of a fulfilling role that will enrich people's lives, through a:

- Desire to work in Jewish education
- Passion for inspiring Jewish people to have a lifelong love of Judaism

### Main Duties:

1. Enhancing the role that Brodetsky plays within the community by contributing towards delivering activities within the EFI\* work programme that:
  - o Extends Jewish educational programming beyond Brodetsky into the wider community
  - o Enhances community events and activities grounded in Jewish principles
2. Strengthening ties and liaising regularly with the LJRC's 50-plus affiliated organisations to enhance their Jewish programming opportunities
3. Supporting events, from inception to evaluation, on time and within budget
4. Setting and delivering goals and work plans, reporting on outcomes and writing reports
5. Following best practice and legal guidelines, including GDPR
6. In addition, the successful candidate would be expected to carry out additional duties according to organisational needs as and when required

### Candidates will be expected to evidence the following:

- To share broad Jewish knowledge in an engaging and interactive way, that inspires others to learn and practice Judaism
- An understanding of the Leeds Jewish community and its role within a diverse, multi-ethnic city
- An understanding of good practice in community engagement work and creating engaging activities and events
- Having the ability to see the bigger picture as well as pay attention to finer detail



- An ability to listen and grow an in-house culture of collaboration and mutual respect
- Optimising a variety of marketing and communication techniques (web, e-shots, social media, print) to create targeted content for different audiences
- Experience of recruiting, coordinating and working with volunteers, following best practice and legal guidelines and GDPR
- Negotiating complex situations, whilst managing conflict openly and constructively
- Outstanding organisational skills, with an ability to prioritise workload and work to tight deadlines

**Person Specification - We are also looking for someone who:**

- Has strong leadership qualities, with the ability to inspire others
- Has excellent communication skills (face-to-face, telephone, written) and the ability to successfully interact with a wide range of people to forge new partnerships that bring people and organisations together
- Has exceptional interpersonal skills and is able to influence and persuade effectively
- Thrives on taking up new challenges and creates imaginative, yet practical new opportunities
- Has a passion for sustainable development
- Has a flexible approach, along with a sensitive and empathetic personality
- Values the development of a faith-based community and has high standards of integrity
- Is a motivational self-starter, who is outgoing and friendly, with a can-do attitude
- Is interested in learning and personal development
- Is able to travel and to work outside of normal office hours

**To apply, please send your covering letter and CV via email to: [syechezkel@brodetsky.org](mailto:syechezkel@brodetsky.org)**

**For any further enquires please contact Susie Gordon ([susie@ljrc.org](mailto:susie@ljrc.org)) or Sagi Yechezkel ([syechezkel@brodetsky.org](mailto:syechezkel@brodetsky.org))**

**\*About Educating for Impact (EFI)**

In June 2018, the Leeds Jewish Community joined the European initiative, 'Educating for Impact' (EFI), a three year intervention Programme, aimed at helping Jewish communities to be both vibrant and resilient for years to come.

The programme aims at securing three high level ambitions for people in our community in 30 years' time. They are:

1. Engage in religious Jewish practice inside and outside the home, routinely
2. Volunteer & Contribute their time, money and skills in the community, regularly
3. Participate actively and build strong social relationships in a thriving Leeds Jewish Community.

The programme is funded by the American Jewish Joint Distribution Committee (JDC), World ORT, The Wohl Legacy, Matanel & The Ronald Lauder foundation, in partnership with the Ministry of Education in Israel.