



The Jewish community's response to extreme poverty

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# Application Pack – Chief Executive

March 2017

Welcome!

Thank you for expressing an interest in the exciting full-time role of Tzedek Chief Executive.

We are a passionate, dynamic and ambitious charity dedicated to engaging the Jewish community in international development. Huge changes are taking place in our world. We know that the need in the developing world is great. We believe that the Jewish community cares deeply and has the resources to play a major part in making the world a fairer place for more people.

We believe that our Jewish responsibility runs beyond our own community's needs, to the global needs of people suffering the indignity of extreme poverty. Those people are best served through empowering them to help themselves. All of our overseas programmes work in partnership with local people, build co-authored context-driven solutions and ultimately create sustainable outcomes for local people.

We have increased the knowledge and understanding of a generation of Jews in the UK. Through our unique programmes of Primary school twinning, Dilemma Workshops delivered in mainstream and Jewish secondary schools, youth movements and synagogues, our innovative Digital Campaigning and overseas volunteering internships, we annual give 2,000 young Jews an inspiring understanding of international development and how change happens.

Registered Charity No: 1016767 Chair: Jonathan Middleburgh Chief Executive: Jude Williams  
Tel: 0203 603 8120 [info@tzedek.org.uk](mailto:info@tzedek.org.uk)

A company limited by guarantee incorporated in England and Wales, Registered No: 2781146.  
Registered Office: Platinum House, Gabriel Mews, NW2 2GD, London

For 27 years we have given the whole Jewish community tangible ways to play a part through volunteering, fundraising and donating. These resources have then been invested in projects overseas to give some of the world's poorest people, practical relief from the bonds of poverty.

Since 1990 Tzedek has:

- Granted over £1,755,000 to 139 partnerships with locally led NGOs in Ghana, India, Uganda, Kenya, Tanzania, Cameroon, DRC, Malawi, Nigeria, Zambia and Zimbabwe. Investing in vocational training, micro-finance, livelihood start-up, social infrastructure, agriculture and animal husbandry we have increased peoples income by an average of 220%.
- Delivered, with our Ghanaian partner School for Life, a £500,000 programme to improve the quality of education for 38,000 primary age Ghanaian school children in Northern Region. We secured a Comic Relief grant to support this incredible programme.
- Sent over 150 young adult volunteers to work on placements in Zimbabwe, Ghana and India.
- Created and grown a primary school twinning programme between 15 UK Jewish schools and 16 Ghanaian primary schools, with 1,200 students now involved annually. The programme is led by school teachers with resources supplied by the Tzedek team.
- Launched a unique Digital Campaigning workshop for 40 teens per year. They learn about campaigning, social media and then launch self-made Tzedek campaigns, all within three days.
- Developed ground-breaking education programme materials, supported by the UK Government, that have been featured in at least four national educational text-books and continue to be used across the Jewish community by educators in schools and synagogues.
- Created a solid social media supporter base of 1,300 followers with a reach of over 6,000 Facebook and 3,500 Twitter followers.

New developments:

- We have recently appointed a full time Country Director in Ghana, Genna Barnett. Genna oversees the development of our work there and ensures we communicate the impact digitally to an ever growing number of supporters.
- We now have new partnerships with FZY and Tribe delivering a 2-3 week programme in Tamale, Ghana with local youth leaders. We are helping them create social activists for their movements.
- We are a trusted partner to the Office of the Chief Rabbi in the delivery of the Ben Azzai programme, for United Synagogue student-age ambassadors.
- We have raised our public profile through digital communication, public speaking and our active membership of the JHub alumni network, OLAM and the Jewish Social Action Forum.

Now is the time for us to build on these fantastic achievements.

We have identified that in order to radically increase the engagement of the Jewish community, we need to focus geographically our work in Ghana and India. This will allow our community to better hear and see first-hand the creation of solutions, their implementation and the real outcomes of our overseas work.

We are fiercely proud of the work we do and the way we do it. Tzedek's vision and leadership is needed now more than ever.

We're looking for someone to join our talented and driven Board and staff team, who shares our passion and can help Tzedek build its overseas profile and grow financially. The Chief Executive we hope to appoint will be someone who lives our values, is passionate about Jewish social justice, able to collaborate and has the experience to take us to the next level.

We thank you for your interest and hope that this pack inspires you to apply to join our team.

Jonathan Middleburgh  
Chair of Trustees



### **IMPORTANT INFORMATION**

Application is by way CV and a Supporting Statement to [jobs@tzedek.org.uk](mailto:jobs@tzedek.org.uk)

**Closing date: 5pm Wednesday 19<sup>th</sup> April**

For an informal discussion about the role, please contact our current Chief Executive, Jude Williams on 002 3603 8120, [jude@tzedek.org.uk](mailto:jude@tzedek.org.uk)

Application deadline	5pm Wed 19 <sup>th</sup> April
Notification to applicants	Tue 25 <sup>th</sup> April
Round 1 interviews	Tue 2 <sup>nd</sup> May and Wed 3 <sup>rd</sup> May (during the day)
Round 2 interviews	Fri 5 <sup>th</sup> May (during the morning)
Trustee meeting	Tue 9 <sup>th</sup> May
Start Date	As soon as possible from June 2017, latest 1 <sup>st</sup> Sept 2017

# Job Description Chief Executive

**Salary range:** £45,000 - £50,000 per annum (depending upon experience)

**Holiday:** 28 days per year including Bank Holiday. The office will be closed on specified major Jewish festivals – this does not affect annual leave entitlement.

**Contract:** Full time, permanent.

**Reporting to:** The Chair of the Board

Having established Tzedek as a vital provision for the Jewish community, we are looking for a Chief Executive to now extend the engagement of the Jewish community by creating a geographic focus in our development work in Ghana and India.

The priorities for this role are:

- To ensure our suite of development programmes continues to grow in impact,
- To manage operations to amplify our message and share widely the impact of our development work across the Jewish community,
- To grow the financial engagement of the British Jewish community

## Main Responsibilities

### Strategic

Lead the implementation of the strategic plan, working closely with the Chair and Board in defining the annual outcomes and evaluating performance.

Overseeing the redesign of our suite of development programmes to maximise impact and multiply engagement from the Jewish community.

### Operations

Lead Tzedek's day to day operations, ensures we continue to deliver passion, professionalism and effectiveness in all our work.

Deliver ambitious fundraising targets, through high quality and innovative fundraising; especially to nurture major donors and create confidence with trusts and foundations.

Manage and motivate staff in the achievement of their targets and their development as professionals.

Create an inspiring environment for the many volunteers who contribute to the capacity of the organisation in many ways.

### Relationship Building

Be an outstanding and credible representative for Tzedek to a wide range of audiences.

Create strategic partnerships across the Jewish communal landscape and beyond, to further Tzedek's goals.

### Governance

Provide timely advice and information to the Board in order to enable them to fulfil their duties.

Ensure Tzedek complies with all relevant laws and regulations, including those of Companies House and the Charity Commission, and the preparation of the annual review.

## Person specification

The three critical aspects of a successful candidate will be:

- Inspirational individual who can lead from the front as well as motivate our enthusiastic staff and volunteers;
- Proven record of building relationships and developing alliances with stakeholders; and
- Successful demonstration of managing an organisation or large department including financial and personnel management and organisational governance.

We have high aspirations for this this role. There are a number of ‘essential experience and skills’ that we are looking for. We do not expect you to find have them all. Mostly, we are looking for someone who can learn quickly, brings credibility in all these fields and is passionate about our mission and this role.

- A good working knowledge of the Jewish community and its key institutions
- Experience of strategic planning and the implementation of plans in accordance with the objectives, timescales and budget of an organisation
- Strong leadership and decision-making skills
- Excellent interpersonal, networking and presentation skills including communicating diplomatically and professionally (orally and in writing) at all levels and across diverse settings.
- Experience of fundraising, especially with high net worth individuals, corporates and trusts and foundations, as well as a good understanding of the principles of stewarding donors to increase support
- Experience of managing volunteers, organising overseas programmes for volunteers and developing outstanding educational programmes
- Experience of working in the developing world, and/or understanding the principles of effective and sustainable development work
- Experience in creating a strategy of digital communications across different platforms to increase numbers and engage more deeply supporters
- An understanding of and commitment to Tzedek’s core work areas and values and the Jewish tradition
- Enthusiasm – understanding of the demands placed on a small but very busy office, with a willingness to “pitch in” wherever necessary.

