

Volunteer & Education Manager

14th November 2017

Dear Applicant,

Thank you for expressing an interest in the exciting full-time role of Tzedek Volunteer & Education Manager.

In this pack you will find the following documents:

- Background to the role Tzedek
- A job description and person specification

It is also recommended that you look at:

- Our website www.tzedek.org.uk
- Our [Strategic Plan](#)

If you would like an informal conversation you may contact me on 020 3603 8120 or judith@tzedek.org.uk

To apply please send a CV together with a covering letter that tells us why you would be the best person for this job and shows how you meet the criteria listed in the person specification.

Send your application to judith@tzedek.org.uk with “Confidential – Volunteer & Education Manager” as the subject line.

Closing date: Friday 24th November 2017, 12.00 midday

Interviews: First interview w/c 4th December. Second interview Monday 11th December.

Good luck with your application.

With best wishes



Dr Judith Stanton

Chief Executive

Background to the role

In the spring of 1990, a group of activists proposed a series of open seminars on global issues to be held under the name Tzedek. These seminars set the tone for the organisation – rooted in Jewish values and seriously engaging with the reality of international development work with all its complexities.

Since then our vision has remained the same – to actively involve the Jewish community in reducing extreme poverty.

Our mission is to reduce extreme poverty by working with communities and partners in Ghana and India through sustainable development projects. We continue to engage with the UK Jewish Community to increase awareness of extreme poverty, provide opportunities for meaningful and impactful volunteering, advocacy and fundraising.

Operations and achievements

Since our founding in 1990 Tzedek has:

- Established over [65 partnerships with community organisations in Africa and South Asia](#), and initiated projects working in such fields as primary education, vocational training, micro-finance, livelihood start-up, social infrastructure, agriculture and animal husbandry.
- Sent over [150 young adult volunteers to work on placements in Africa and India](#).
- Piloted the hugely successful Ghana Summer Experience with our partners FZY and Tribe.
- Developed ground breaking education programmes supported by government and institutional funders; we are featured in at least four educational text-books.
- Been a [leading voice](#) in organisational networks such as the Make Poverty History campaign and the Jewish Social Action Forum.

As part of our new Strategic Plan (2017-2020) we have

- Established Tzedek as a national NGO in Ghana
- Appointed a full time Country Director in Ghana

In the next phase, we are looking forward to

- Building on the success of the Ghana Experience Summer Programme
- Establishing an office in Northern Ghana
- Supporting the development of emergent youth leadership in Tolon, our focus district
- Working with the community in Tolon to develop local income generating schemes
- Working with partner organisations in Ghana and India in education, skills training and microfinance
- Doubling our fundraising income in two years to support our ambitious plans

Job Description

Job title	Volunteer and Education Manager
Contract	Full time, permanent
Salary range	£28,000 per annum
Holiday	28 days per year including all English statutory public holidays. Note: the office will be closed on specified major Jewish festivals and you will not be required to work on these days. These Jewish holidays will be in addition to your annual holiday entitlement.
Location	Tzedek's Office, Platinum House, Gabriel Mews, London, NW2 2GD. Please note some international travel may be required.
Reporting to	Chief Executive
Staff reporting to you	Volunteer and Education Officer, volunteers, interns and temporary staff

Purpose of the role and key responsibilities

- To leverage the power of volunteers and volunteering and the energy of the Jewish community to impact on our international development work overseas and to provide meaningful opportunities to learn and share skills in impactful ways
- To inspire greater giving, engagement and understanding of international development and the challenges of extreme poverty overseas within the UK Jewish Community
- To ensure Tzedek's story of meaningful change and impact is shared widely across the UK Jewish community
- To play a part in increasing funds raised annually for Tzedek and thereby to grow our overseas programmes
- To line manage The Volunteer and Education Officer

Key Tasks Volunteering

- Develop and implement Tzedek's volunteer strategy
- Lead the development of and support the on-going activities of Tzedek's volunteer board
- Manage and oversee Tzedek's overseas volunteer programmes and ensure correct match between volunteer skills and experience and relevant needs, as well as individuals who are volunteering overseas for Tzedek although not part of an organised programme
- Recruit and manage volunteers in the UK to help build Tzedek's capacity, including organising Tzedek events for volunteers throughout the year
- Manage volunteering programmes overseas in Ghana and/or India
- Build relationships with key community partners

Key Tasks Education

- Coordinate and work closely with Tzedek's Ghana Country Director on the Twinning Programme and all Ghana based volunteering programmes.
- Deliver and develop informal educational content within the Jewish community (including at primary schools, secondary schools, synagogues and youth movements).
- Manage our flagship educational programmes, including the Twinning Programme and the Work Experience programme.
- Recruit and manage UK office interns throughout the year.
- Support Tzedek's fundraising efforts and ensure that all Tzedek's educational projects effectively contribute to Tzedek's fundraising goals.

Person specification

Tzedek is seeking an outstanding and inspirational manager who can lead from the front as well as motivate our enthusiastic staff, volunteers, and Jewish communal leaders.

Essential knowledge, experience and attributes

- Management experience, including management of diverse stakeholder relationships
- Experience in informal Jewish education methods and teaching
- Budget management
- Knowledge and understanding of UK Jewish community
- Ability to communicate with range of people and age groups
- Networking and experience building relationships with varied stakeholders
- Excellent communication skills both oral and written
- Strong commitment to Tzedek's values, global justice and the Jewish tradition
- Independent, self-motivated & capable of taking on a leadership position
- Ability to prioritise work, be highly organised and act on own initiative (within agreed parameters), whilst understanding when to seek guidance
- Willingness to travel, work flexible hours, including some evenings and weekends

Desirable knowledge, experience and attributes

- Volunteer management
- Youth movement background
- Understanding of and interest in key international development ideas and sustainable overseas projects.
- Experience leading and managing overseas volunteering programmes.
- Experience working in a developing country/ different culture
- Patience, sensitivity and understanding of participants' needs in overseas situations
- Experience running a twinning programme between UK and overseas schools
- Knowledge and skills to monitor and evaluate programmes
- Excellent IT skills, such as MS Word, Excel, PowerPoint, email, website management, social media (e.g. Twitter, Facebook) and a CRM database.