



17th November 2019

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353-359 Finchley Road  
London NW3 6ET

+44 20 3747 9960  
info@mitzvahday.org.uk  
www.mitzvahday.org.uk

Mitzvah Day  
 @MitzvahDay

Charity Number: 1125682

## Mitzvah Day Project Coordinator Job Description 2019

Title: **Mitzvah Day Project Coordinator**

Hours: **Full Time Role, 35 per week**

Location: **Mitzvah Day, JW3, Office 2, 353-359 Finchley Road, London, NW3 6ET**

Reporting to: **Georgina Bye, Chief Executive, Mitzvah Day**

Mitzvah Day is looking to recruit a dynamic, confident and proactive Project Coordinator with a special interest in and dedicated support for interfaith projects.

We are looking for a well-organised person who is genuinely enthusiastic to meet and work with Mitzvah Day partners and coordinators supporting them with Mitzvah Day project planning and with interfaith communal engagement. They will ideally have some experience or interest in interfaith work or community work and existing networks through which to expand Mitzvah Day's work.

This role would ideally suit a recent graduate or someone with voluntary communal events experience.

Mitzvah Day is the Jewish community's global annual day of social action and giving where many thousands of participants give their time and not their money – making a huge difference to a range of people, causes and charities throughout the year. Mitzvah Day is the largest interfaith day of social action in the UK.

Founded in 2008, Mitzvah Day was an early recipient of the Big Society Award from the PM and is seen as a model for developing both community cohesion and also interfaith relationships.

More information can be found at [www.mitzvahday.org.uk](http://www.mitzvahday.org.uk).

### Job Description for the role:

Main duties and responsibilities:

Interfaith:

- Liaising with and supporting the Interfaith Advisor and Interfaith Chair (trustee)
- Developing and maintaining relationships with new and existing partners from other faith communities.
- Attending faith and other communal events, festivals and celebrations e.g. Diwali, iftar meals etc.
- Attending other local and national interfaith networking events as guided by the Interfaith Advisor.
- Identifying opportunities between faith groups for increased and improved social action.
- Planning with other faith communities to develop mutually meaningful social action projects.
- Nurturing relationships with existing project coordinators nationally, building local interfaith partnerships.
- Advocating for Mitzvah Day via interfaith forums and presenting at school assemblies to encourage participation.
- Support the year-round Mitzvah Day presence, including hosting interfaith cooking events.
- Connect with other faith-based days of social action such as Sewa Day and Sadaqa Day.
- Acting as the main point of contact with interfaith partners and dealing with any queries, either yourself, or passing them on to the correct member in the team





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General responsibilities:

- Reporting regularly to the Chief Executive
- General project coordination, working with Mitzvah Day coordinators and volunteers supporting them with Mitzvah Day project planning
- Being an integral member of the Mitzvah Day team, supporting and assisting other members of the team and trustees
- Ensuring all partners are correctly registered on our website, database and sharing regular updates with the rest of the team
- Ensuring that the Mitzvah Day database is maintained and kept up to date
- Presenting and representing Mitzvah Day at communal events, school assemblies and other events and gatherings
- Conducting end-of-project reviews to identify learning opportunities and sharing best practice.
- Working flexibly when required, including out-of-hours working on occasion (evenings and Sundays)
- Developing positive relationships with key leaders in the community and interfaith community as appropriate

Newsletters and Social Media:

- Management of the Mitzvah Day social media accounts
- Guided by the CEO, writing and designing monthly newsletters and other marketing materials (i.e. flyers, leaflets) at the appropriate times
- Creating and sharing specific materials relating to Mitzvah Day including; welcome packs, how to sheets and tailored posters
- Distributing these materials where necessary

Salary: **Commensurate with experience (£20-23,000)**

Other Benefits: **Generous annual leave allowance, including major Jewish festivals and membership of an employee benefits programme.**





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## Person specification

	Essential	Desirable
<b>Knowledge</b>	Knowledge of the principles and best practice of planning and running events	At least 1 year working in events or a communal role
	Experience of working with committees/volunteers/lay leaders	Experience working with other faith groups or with the non-Jewish community
	Interest in social action	Knowledge of and interest in the issues facing faith groups and interfaith relationships in the UK
	Experience of MS packages and databases	Experience of creative design packages
<b>Skills and abilities</b>	Excellent organisation skills, attention to detail and strategic planning skills. Able to manage several tasks at once	
	Clear communication skills, both oral and written, and a good phone manner	
	Excellent time management skills and ability to prioritise own workload, deal with conflicting demands and meeting tight deadlines	
	Strong inter-personal skills, able to build strong relationships and trust with high and mid level individuals and across the organisation internally	
	A great team player, confident and proactive in your approach, yet able to remain autonomous and using own initiative as required	

To apply for the position, please send your CV and a covering letter (maximum 500 words) explaining why you are suitable for the role to [georgina@mitzvahday.org.uk](mailto:georgina@mitzvahday.org.uk)

