

## Interfaith Project Manager

### How to apply

Please submit your CV with a covering note (no more than two sides) which sets out your suitability for the post.

This should be sent to: [info@mitzvahday.org.uk](mailto:info@mitzvahday.org.uk)

Closing Date for Applications: **June 28th 2021**

If you have any questions please contact Georgina Bye, Chief Executive on  
**E: [georgina@mitzvahday.org.uk](mailto:georgina@mitzvahday.org.uk) T: 0203 747 9962**

Mitzvah Day is fully committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

Please let us know if you have any special requirements which we might need to consider in relation to the recruitment process e.g. attending the interview. Any requests will not be considered in the selection process.

### Interfaith Project Manager

Working Hours: 21 hours per week. Occasional weekend, evening work required.

Salary: £32,000 Pro Rata

Reporting to: Georgina Bye, Chief Executive

Location: North West London Location, flexible working and office working

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

## Overview

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).

Mitzvah Day is recruiting for an experienced, dynamic, confident and proactive Project Manager with a special interest in and dedicated support for interfaith projects. We are looking for a well-organised person who has experience in creating and delivering social action multi-faith programming. Applicants should ideally have existing multi-faith connections through which to expand Mitzvah Day's work.

## Main Duties and Responsibilities

- Ensure that interfaith thinking and best practice is built into everything that we do across the organisation.
- Act as the main point of contact with interfaith organisations ensuring that the Mitzvah Day database is maintained and kept up to date and that existing relationships are nurtured.
- Create and develop engaging Mitzvah Day interfaith projects.
- Plan events to coincide with key interfaith calendar dates and connect with other faith-based days of social action.
- Proactively seek and form connections between faith groups to best support Mitzvah Day's interfaith work, and to jointly develop mutually meaningful social action projects, which support real needs.
- Develop positive relationships with key faith leaders in the community and interfaith community as appropriate.
- Identify and where appropriate attend local and national interfaith conferences, spaces and gatherings, and key faith and other communal events, festivals and celebrations in order to represent Mitzvah Day, expand our network.
- Advocate for Mitzvah Day via interfaith forums and present at communal events, school assemblies and other such events and gatherings to encourage participation.
- Identify, initiate and manage interfaith activities as and when they are deemed useful to Mitzvah Day such as the formation of an interfaith advisory board.

## General Responsibilities

- Report regularly to the Chief Executive and work with key interfaith stakeholders to help develop Mitzvah Day's interfaith policy and strategy for the future.
- General project coordination, working with Mitzvah Day coordinators and volunteers supporting them with Mitzvah Day project planning.
- Research and validate prospective Mitzvah Day participants.
- Ensure all groups are correctly registered on our website, database and share regular updates with the rest of the team.
- Ensure effective monitoring and evaluation of programmes and projects to identify learning opportunities and share best practice.
- Create regular, relevant interfaith based content for use on our social media platforms, website and newsletters.
- Stay up to date with emerging social action and interfaith trends and topics, feeding these back to the team and ensuring our work stays relevant and impactful.
- Support and assist other members of the team and Trustees.
- Work flexibly when required, including out-of-hours working on occasion (evenings and Sundays).

## Person Specification

### Essential:

- Highly organised with strong operations and project management skills, including experience of event planning and budget management.
- Some understanding of the diversity of British civil society.
- Experienced in, and a commitment to, developing interfaith social action programming.
- Strong interpersonal skills: with a proven track record in building trust and relationships and fostering strong partnerships.
- Diplomatic skills: Ability to be balanced, analytical, perceive sensitivities and accommodate diverse requirements.
- Communication skills: Excellent levels of written and verbal communication, with a keen eye for detail.
- Able to take a proactive lead, with a positive approach to teamwork.
- Ability to manage high profile events independently.
- Able to work under pressure, manage time, multi-task and deliver to deadlines.
- Excellent computer literacy including, Salesforce, MS Word, Excel, PowerPoint and other programmes.

### Desirable

- Experience of Word press and Canva.
- Be able to demonstrate an existing multi-faith network.
- Some understanding of the diversity of regional Jewish communities