

Enhancing  political

 security 

Building  tomorrow's

 leaders 

Supporting  our

 community 

Head of Strategic Programmes

Application Pack 2024



About the JLC

The Jewish Leadership Council (JLC)'s vision is a UK Jewish community with diverse, effective, and sustainable leadership driving innovative and impactful organisations securing our community's future. Our mission is to support development and excellence in our member organisations, challenging them to lead the way in sustaining, building, and celebrating vibrant Jewish communities across the UK. Collective responsibility and collaborative leadership have been the driving principles of the JLC since it was founded and underpin how the JLC:

- connects and coordinates the Jewish charitable sector.
- strengthens and supports leadership across our community.
- magnifies and amplifies the individual voices and collective voice of our member organisations.

We are proud that the JLC's current 35 members are communal organisations from across the spectrum of Jewish life, including national synagogue denominations, care organisations, education charities and regional representative councils. You can read more about our recent work in our 2023 Annual Review [here](#).

JLC Members



Working for the JLC

The JLC is run by a small professional team and led by our CEO, Claudia Mendoza.

We are a goal driven organisation, focused around our core purpose, and committed to working flexibly and creatively.

We embrace personal and team development and see building relationships as a vital tool of our success.



Values

- BE INCLUSIVE** —  We value diversity and work to make sure that our decisions at every level are informed by a wide variety of perspectives
- WORK COLLABORATIVELY** —  We work with our members and partners to achieve the best results
- USE EVIDENCE** —  We base what we say and do on the best research and on our members' experiences and expertise
- ACT RESPONSIBLY** —  We consider the long-term effectiveness and reputation of our organisation, our members, and the Jewish community in all that we do
- BE CREATIVE** —  We look to bring fresh approaches and to add value to our members' new ideas through innovation
- THINK LONG TERM** —  We take seriously our unique strategic responsibility to take the long view and plan for the sustainability of the community

About The Role

The JLC is recruiting for a Head of Strategic Programmes. This is a permanent role that will initially lead our Forge the Future strategy implementation, working with both the JLC team and external implementation groups. This is a vital role in a fast paced environment taking ownership of a core programme shaping the future of the Jewish Community in the UK. Reporting to the Chief Operating Officer with regular communication with CEO and Chair of Trustees.

About Forge the Future

Forge the Future is a strategy for the UK Jewish Community post 7th October. Its goal is to ensure that the UK Jewish community continues to thrive, to contribute to British society, and to live in safety and harmony, in the face of unprecedented challenge. The strategy builds on the many areas where the community is succeeding and has identified where there may be gaps, so that additional funding and support can be directed appropriately. It recognises the excellence of our current “peacetime” communal architecture which now needs to develop in order to meet the current deep challenges of the day.

Specific responsibilities

- Leading the delivery of the Forge the Future community strategy.
- Building an implementation plan for the strategy including a monitoring and evaluation framework (e.g. targets, KPIs etc).
- Participating in multiple implementation working groups and supporting the chairs with administration as required.
- Monitoring progress against evaluation framework and monitoring deadlines.
- Identifying where working groups overlap and ensuring cross collaboration happens where needed.
- Reporting quarterly on progress for each working group to the JLC and donors.
- Ensuring all working groups are communicated with effectively.
- Identifying and working with organisations who will deliver actions.
- Identifying blockers and communicating them with the steering group for discussion.
- Managing the JLC Community Plan email account.
- Maintaining all data in a secure and organised manner within the database, including working group membership, mailing lists etc.
- Collating and evaluating offers of support from volunteers and others.
- Developing and collating content where needed.
- Preparing relevant briefings for staff and other stakeholders.
- Lead on future JLC strategic projects.
- The post holder may be required to undertake other duties, which are broadly in line with the above responsibilities.

Person specification

We are looking for an exceptional individual to lead this strategy for the JLC and wider Jewish community. The desired candidate will be an excellent communicator who is able to update relevant stakeholders appropriately. They will be able to multitask and keep track of the different Forge the Future working groups taking place throughout the project.

They will be a problem solver who can take initiative and see a project through from conception to delivery and evaluation. They will have good relationship building skills, enabling them to connect with a wide variety of internal and external stakeholders. The candidate should be willing to get stuck in a deliver on a wide range of tasks juggling priorities where required.

Essential Qualities

- Passion for the JLC's mission and purpose.
- Programme management skills.
- Demonstrable experience in working with and leading multiple stakeholders.
- Experience working independently and in a team.
- Excellent communication skills, both written and oral, with the ability to represent the organisation in the various working groups.
- Knowledge of monitoring and evaluation techniques and frameworks.
- Experience of using all Microsoft 365 office suite.

Desirable Qualities

- Knowledge of the UK Jewish community and its infrastructure.
- Knowledge of the Third Sector and key areas of challenge and development
- Programme or Project Management qualification.

Application Information and Further Details

If you are considering applying for this role and would like to discuss any specific aspects of it, please be in touch with Chief Operating Officer, Abigail Carmel - abigail@thejlc.org.

Applications should be made by sending your CV and a covering letter to Natasha Glass natasha@thejlc.org. Please include how your skill and experience is suited to the position and why you want to join our team.

This role is advertised as a full time position. We would also welcome and consider applications from participants who are looking to work more flexibly. Due to the demands of the role, we would expect candidates to be able to work a minimum of 4 days per week.

Due to the nature of the role, there is an expectation that some work will occur on evenings and weekends. This will be limited and will not occur during Shabbat or Jewish Festivals. Our offices are located in Hendon, NW4. The JLC has facilities to carry out remote working on occasion where necessary or helpful to the postholder, however we value working in our space as a team as it promotes collaboration and team relationships.

The salary range of this role is: £55,000 - £65,000 FTE commensurate with experience. We offer a holiday allowance of 20 days in addition to relevant Jewish festivals and bank holidays. We provide employees with access to an Employee Assistance Programme that extends to their immediate family and provides support and services when needed.

The JLC supports continuing professional development and the post holder will be encouraged to participate in opportunities available through Lead, to further develop their skill and ability.

Applications open: Tuesday 2nd April 2024

Deadline for applications: Friday 19th April 2024

Interviews: Will likely be held W/C 6th and 13th May 2024

We reserve the right to interview candidates before the closing date for applications.

Candidates will need to demonstrate their right to work in the UK.

The Jewish Leadership Council is an equal opportunities employer and we welcome applications from all suitably qualified persons.

