

Enhancing  political  
 security 

Building  tomorrow's  
 leaders 

Supporting  our  
 community 

# COMMUNICATIONS MANAGER

## 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 36 members are communal organisations from across the spectrum of Jewish life, including national synagogue denominations, care organisations, education charities, regional representative councils, and the Board of Deputies. You can read more about our recent work in our 2023 Annual Review [here](#).

### JLC Members

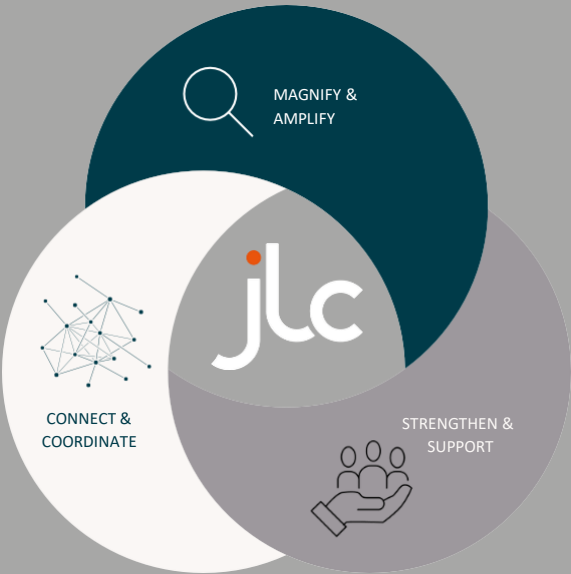


# Working for the JLC

The JLC is run by a small professional team and led by 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 Communications Manager will work with the full JLC team and our members to ensure our work is communicated effectively to both internal and external stakeholders. This is a vital role in a fast paced environment and will ensure our messaging is clear in both traditional and social media. Reporting to the Director of Public Affairs, they will assist the JLC's senior leadership with their public appearances and proactively seek opportunities for media engagement.

## Specific responsibilities

- Promoting the JLC and its work across the community and the wider public.
- Maintaining and developing relationships with key stakeholders, including journalists, columnists, activists, bloggers, and social media platforms.
- Managing the JLC Press email account.
- Liaising with media and handle requests for interviews, statements etc.
- Drafting content, press releases and quotes for media and stakeholders.
- Overseeing the social media output across all platforms, including X (Twitter), Facebook, LinkedIn and Instagram.
- Developing and maintaining the JLC website and content making sure it is always up to date.
- Managing the JLC's branding and ensuring its consistency in our output.
- Collating content for and designing the monthly newsletter.
- Keeping relevant staff briefed on upcoming media issues or opportunities.
- Preparing relevant staff for media appearances.
- Advising on which issues JLC should be commenting on.
- Drafting articles and speeches for the CEO and Chair.
- Working with the wider team to support communications and media management on events and projects.
- Collaborating with members to amplify their work to wider audiences.
- Graphic designs for social media and printed materials.
- Supporting team members to produce high quality video and photography as required.
- Work with the Membership Manager to identify opportunities to magnify and amplify the voices of our members.
- Assisting with the JLC's annual review including content, design and layout.,

## Person specification

The desired candidate will be a good communicator who is able to update relevant stakeholders appropriately. They will be able to multitask on different projects happening throughout the JLC.

They will be a problem solver who can take initiative, seeking advice and support where they face challenges or encounter any issues. They will have good relationship building skills, enabling them to connect with a wide variety of internal and external stakeholders, maintaining and seeking out new relationships where appropriate.

## Essential Qualities

- Passion for the JLC's mission and purpose.
- Demonstrable experience of 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 to our internal and external stakeholders.
- Good graphic design skills and experience of using Canva.
- Experience of using major social media platforms.
- Experience of working with press and media.
- 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

## 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 Director of Public Affairs, Russell Langer – [russell@thejlc.org](mailto:russell@thejlc.org).

Applications should be made by sending your CV and a covering letter to Natasha Glass [natasha@thejlc.org](mailto: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: £30,000 - £35,000 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:** Thursday 22<sup>nd</sup> February 2024

**Deadline for applications:** Friday 15<sup>th</sup> March 2024

**Interviews:** Will likely be held W/C 25<sup>th</sup> March 2024 and 1<sup>st</sup> April 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.

