

Enhancing  political
 security 

Building  tomorrow's
 leaders 

Supporting  our
 community 

PUBLIC AFFAIRS OFFICER

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

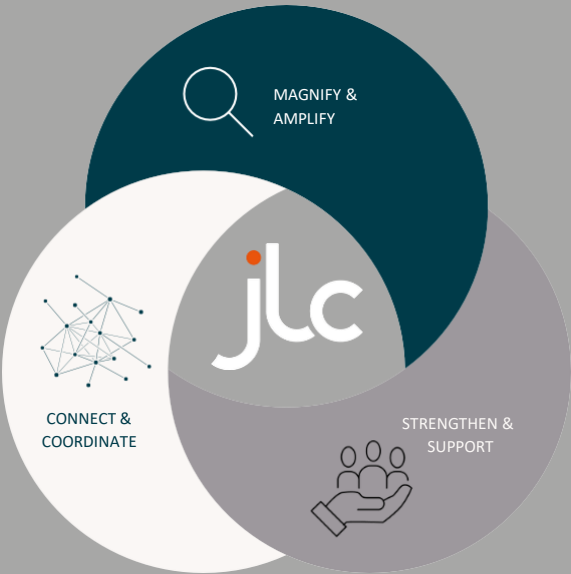


Working for the JLC

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 JLC are recruiting for a Public Affairs Officer to join the team in July 2024. The post holder will be a key member of the JLC's external affairs team. Reporting to the Director of Public Affairs, they will be responsible for assisting the wider work of the external affairs team as well as supporting the CEO and Chair with their political engagements. They will prepare and provide briefings, research and reports, develop policy, and assist with the organising of events.

The post holder will also have the opportunity to proactively seek their own engagements and relationships for the benefit of the JLC and our members.

Specific responsibilities

- To monitor the UK public affairs and policy landscape and look for opportunities for engagement as well as issues which may impact our stakeholders.
- Lead on monitoring Parliamentary debates and committee sessions including by overseeing the use of our external parliamentary platform.
- To provide political research and analysis, policy papers, articles, and issue-specific briefings for JLC staff and wider membership.
- To prepare or support submissions to select committees and consultations.
- Working with the Director of Public Affairs, to ensure that the JLC public policy positions are kept up to date.
- Organise meetings including preparation of agendas, briefing materials and written notes.
- Representing the JLC at external meetings and actively seeking to build new relationships.
- Assist in the organising of public affairs events including our annual Members' Tea in Parliament.
- Take an active role in the wider external affairs team including contributing to strategy and supporting the work of our regional managers.
- To assist the Chair, Trustees, CEO and Director of Public Affairs with their political engagements.
- Assisting the communications manager with the management of social media and the production of graphics.
- To input into the public affairs content creation including helping to draft comments, statements, letters, presentations, videos and articles.

Person specification

The desired candidate will have a good knowledge of current affairs and an understanding of the UK political and parliamentary system. Public affairs experience is not essential but a willingness to learn and develop is.

They will be able to multitask and be a good communicator who is able to update relevant stakeholders appropriately with the progress of our varied current affairs issues.

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.
- Good communication skills, both written and oral, with the ability to represent the organisation to our internal and external stakeholders.
- Graphic design/social media experience
- 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 the Director of Public Affairs, Russell Langer – russell@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: £26,000 - £29,000 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 22nd February 2024

Deadline for applications: Friday 15th March 2024

Interviews: Will likely be held W/C 25th March 2024 and 1st April 2024

Start Date: July 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.

