



Operations and Programme Manager

FZY are looking for an organised and innovative individual with operations experience within the non-profit sector to work as FZY's Operations & Programme Manager. This position will have responsibility for developing and maintaining FZY's operational systems to ensure their smooth running, whilst managing the operations team. Additionally, this person will work on developing and facilitating a communications strategy for FZY. This will include increasing FZY's presence on social media, producing promotional material, and managing correspondence with FZY families.

TITLE:	Operations and Programme Manager
REPORTS TO:	Executive Director
SALARY:	Up to £35,000 commensurate on experience
HOURS OF WORK:	Full-Time (35 hours a week) which may include occasional evening and Sunday work. Part-Time and/or job share applications will be considered.
LOCATION:	Kenton – <i>Applicants must have (or must be able to attain) right to live and work in the UK</i>

ABOUT FZY:

The Federation of Zionist Youth (FZY) is a Jewish Zionist Youth Movement. FZY strives to challenge, stimulate, educate, and excite British Jewish Youth with imaginative peer-led programmes on a weekly basis, and on camps, seminars, and events at a national and international level. FZY aims to create a unique and positive atmosphere where all its members feel comfortable to express themselves, develop a strong Jewish and Zionist identity, and have amazing, unforgettable experiences. FZY is the oldest Zionist Youth Movement in the UK at 113 years old and over the past few decades have taken and engaged more Jewish youth with Israel than any other UK organisation.

MAIN DUTIES AND RESPONSIBILITIES:

- Developing and managing FZY's operational and communication systems
- Developing and managing FZY's communications strategy
- Managing FZY's operational staff
- Management of FZY's day-to-day finances
- Writing, developing and maintaining FZY's business policies and risk assessments
- Ensuring FZY is maintaining relevant insurance policies
- Liaising with FZY's payroll company
- Maintaining FZY's HR records
- Acting as FZY's deputy designated safeguarding lead
- Acting as a conduit with DBS to ensure all relevant staff and volunteers have the appropriate up to date certification
- Primary liaison with FZY's office landlords

PERSON SPECIFICATION

Essential:

- A strong understanding of MS Office packages, Salesforce, Zoom, Monday.com and/or other similar operational packages
- A consistently energetic approach to work and a positive, constructive attitude
- Ability to demonstrate excellent communication skills both orally and written, in person or via phone or email
- Using initiative to put forward new ways of working
- Exceptional organisation and attention to detail
- Ability to complete tasks and projects on time and to a high standard, demonstrating a can-do attitude
- Tact, discretion, and respect for confidentiality
- Reliability and honesty
- Strong verbal and written English

Desirable:

- At least three years of experience working within operations or system management
- Experience of managing others
- Ability to work to tight deadlines and under pressure
- Ability to plan, organise and manage (simultaneously) numerous projects whilst prioritising tasks and workload
- Creative skills for developing programme marketing and materials
- Ability to plan your own work and work on your own initiative whilst understanding the importance of and being a great team player
- Strong understanding of social media and communication techniques
- An understanding of, empathy with and enthusiasm for, the values, objectives, and work of FZY
- Strong presentation skills
- Knowledge and understanding of the UK Jewish community
- Experience of working in the charity sector
- Ability to work flexibly

More information: Full job description can be found at <http://www.fzy.org.uk/vacancies>

Closing Date: Monday 11th December

Interviews: Interviews will be offered on a rolling basis as we are looking to fill the role immediately.

How to apply: Please send your CV and a short covering letter (no more than 500 words) outlining how you meet the requirements to joelj@fzy.org.uk with the subject heading 'Operations and Programme Manager'.