

The Geshereu Support Network

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www.geshereu.org.uk



Self- Employed Community Co-ordinator

Responsible to: Chair of Trustees

Hours: On average 45 hours per calendar month (£23/hr)

Estimated Fee: £12,420 per year.

Geshereu

Geshereu is a small registered charity that provides a community to which individuals who leave the Charedi (ultra-orthodox Jewish) community, can belong. Many of the sects within the Charedi world are highly controlling and for many, the secular education is minimal. For those born into these communities, contact with the 'outside' will have been minimal (no television or films, no national newspapers or magazines, no sport or activities that might mean contact with the opposite gender). Geshereu also benefits from the services of a Welfare Officer through whom we provide members with a variety of support services.

Our Requirements

- You will be responsible for building relationships with and between members so they feel a sense of belonging and community within Geshereu.
- Administration and delivery of a programme of events for members
- You will be delivering a key service to our members to fulfil the aims of Geshereu which includes:
 - Improving members' confidence to interact and integrate with the wider population
 - Supporting and enabling members to acquire interpersonal skills that will be required to live and work outside their communities of birth.
 - Designing activities to help members understand the norms of secular British society.
 - Reducing members' isolation.
 - Growing a community of individuals that will support each other on their journey.
 - Improving the ability of some members to raise their voices and share their stories
- As part of your role to fulfil the aims of Geshereu you will be responsible for:
 - Encouraging members to attend events
 - Involving them in the choices and organisation of events
 - Integrating and welcoming new members ensuring they feel a sense of belonging and support within the Geshereu community.

- Planning events to attract all members including events for our younger members, older members and families.
- Ensuring members have understood and signed membership forms and confidentiality agreements.
- You will typically be required to attend the following each month:
 - a) One Friday night dinner per month
 - b) Two other socials or events a month
 - d) One zoom or online event
 - e) Other events as appropriate, for example, a new members meet up
 - f) Four Board meetings a year - usually in the evening
- Generating information to support funding applications
- Monitoring and tracking outcomes and reporting to funders

Overview

Central to GesherEU functioning as a community, is the need to run a range of social activities that engage *all* members. This includes exposing them to new experiences and running niche activities that may appeal to only a small number of members who otherwise might not be engaged, as well as events that remind them of their roots (celebrating Jewish festivals and Sabbath etc) in a way that the membership feel comfortable with.

Events can be cultural, spiritual and educational and/or just plain fun and be as often as members are willing to attend.

The role holder will be encouraged to involve community members in organising events – hence coordinator in the role title.

Creative thinking is encouraged!

Skills

Essential:

- Outstanding communication
- Excellent interpersonal skills - able to build relationships with people of different types and ages
- Creative and able to take initiative in developing an exciting and engaging programme of events
- Experience of building communities
- A high standard of written skills
- Skilled in use of social media to communicate with members via WhatsApp, Facebook and Twitter

- Effective time management skills
- Attention to detail
- Ability to plan and prioritise workload within a context of multiple demands
- Ability to stretch the budget for the benefit of members (get value for money).

Desirable:

- An understanding of Jewish law and traditions
- Fundraising experience
- Confidence to interact with new organisations and professionals
- IT literate - good knowledge of Microsoft Excel, Word and ability to become comfortable with day to day use of G-Suite

Hours

The role holder is expected to arrange their own hours and location of work. The budget is for 45 hours per month which can be divided as required. This will include attending events as outlined above. Your own admissions and expenses will be paid on presentation of appropriate receipts.

Budget Responsibility

The board will agree a budget for the regular activities. The role holder **MUST** spend within the budget and will need to come back to the Board to increase the budget on special occasions. He/she will be responsible for ensuring receipts are obtained and that there is transparency to expenditure.

Other

There will be regular contact with key board members and the role holder will be expected to attend Board meetings which are approximately four times a year (evenings). Record keeping will be expected as agreed. You will be required to comply with our safeguarding and confidentiality policies to ensure events are a safe space for members.

Location

Most members and board members are located in and around North London and surrounding areas. You will be expected to travel to events and meetings as required within these areas.

How to apply

GesherEU encourages applications from Charedi yotzim and from those who have left other high control communities. Equality, diversity and inclusion is at the very heart of everything that GesherEU stands for.

Please send your CV *and* a covering letter to admin@geshereu.org.uk.

The closing date for this position is midnight on 30 October 2023