

## Engagement Coordinator

Working Hours:	35 hours per week. Occasional weekend, early morning & evening work required.
Salary:	£23,000 - £25,000 (dependant on experience)
Reporting To:	Director of Programming
Location:	NIF Offices, Unit 2, Bedford Mews, London, N2 9DF

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### Position Overview

The Engagement Coordinator is responsible for our work with younger NIF supporters, building a strong community of young people committed to a just, democratic and equal Israel, and will also assist the Programme Director with our general programming. The position is key to our ambitions to grow our voice in the community and build strong foundations for the next generation of NIF supporters.

### Main Responsibilities

#### 1. New Gen

Maintain and grow our New Gen community of supporters in their 20s and early 30s through a variety of approaches both physical and digital. In particular through creating and delivering a regular programme of events for the New Gen community, regular networking, building partnerships and social media engagement.

#### 2. Young Professionals

Develop our nascent Young Professional community including through networking and research, delivering a bespoke programme of events and bringing Young Professionals to general programming.

#### 3. The New Israel Fund Fellowship

Lead on the NIF Fellowship year-round, from recruitment of fellows, co-leading the eight-day study tour to Israel and the West Bank, delivering training seminars, and supporting the Fellows in delivering on their Fellowship commitments.

#### 4. Programming support

Provide logistical support to the Programme Director for NIF's general programming, including around the Human Rights Awards Dinner.

#### 5. Fundraising support

Recognising that we are a fundraising organisation with ambitious fundraising targets, provide fundraising support in relevant areas including fund-raising for the Fellowship, and reporting to trusts and foundations and the board of trustees on our New Gen and programming work.

#### 6. Education

Assisting in the creation and delivery of educational content to youth movement, synagogues and our key audiences.

The Engagement Coordinator will also manage New Gen and Young Professional engagement with our flagship annual event, the Human Rights Awards Dinner, including involving young people in its organisation, bringing young people to the event, creating tailored messaging for them and engaging with them on the evening.

The Engagement Coordinator will be expected to contribute to the effective running of our busy office. As a small and dynamic team NIF relies on all staff members to work to deliver NIF's strategic goals.

## **Person Specification**

The successful candidate will be able to demonstrate the following:

### **Skills**

- Excellent communication skills
- Strong leadership and interpersonal skills
- Excellent organisational and time-management skills
- Excellent attention to detail
- Good IT skills (e.g. MS Office, databases) and experience of social media (e.g. Facebook, Twitter)
- Additional IT skills an advantage but not imperative

### **Personal Qualities**

- Enthusiasm and creativity
- Self-starter – the post holder will need to be able to initiate, take ownership of and finish projects, working to deadlines and managing a variety of tasks.
- A constructive, enthusiastic and positive manner and being a team player
- Ability to act as an ambassador for NIF. As this position is external facing, the post-holder will often come into contact with existing and potential supporters, thereby needing to be a good ambassador for NIF's 'brand' and values

### **Knowledge and values**

- Knowledge of the UK Jewish community, particularly relating to under-35s
- Some knowledge of the main issues facing Israeli society and a willingness to develop this knowledge further.
- Affinity with the values and work of New Israel Fund.

### **Management and Support for post-holder**

The post-holder will be line-managed by NIF's Programme Director and will also work closely with NIF's Fundraising Director and Chief Executive. A detailed induction process will be undertaken at the beginning of this job. The training and career development of the post-holder will be discussed as part of their induction. This is a role that encourages and actively supports the growth and development of the candidate.

**To apply:**

Please submit your CV with a covering letter (no more than two sides) which sets out your suitability for the role. This should be sent to **atira@uknif.org**.

Closing Date for Applications: **Wednesday 20 March 2019**

Interviews will be held: **Week of 25 March 2019**

If you have any questions please contact Atira Winchester, Programme Director at **atira@uknif.org** or on **0207 724 2266**.