

RECRUITMENT PACK

Events Manager



About Jewish Blind & Disabled

We are the only Jewish charity dedicated to ensuring that neither physical disability nor impaired vision becomes a barrier to maintaining one's independence and dignity. We provide developments of mobility apartments specially designed to enable people to do the everyday tasks that are key to living independently, in safety behind their own front door. We have over 360 people living across our 7 developments with ages ranging from those in their 30's to over 100 years old.



Most of our tenants are not born with a disability, instead, at some point in their lives, they face a diagnosis that will have a significant impact on their life from that time forward. We know that with the right facilities and support, a disability does not have to mean a loss of vital independence and self-worth.

Each of our buildings has its own supportive Jewish community with our house managers being central to the building. Along with providing a 24/7 on call service 365 days a year, house managers keep a caring eye on our tenants, calling them, unless requested not to do so, every morning and evening to check that everything is ok.

We work in partnership with a wide range of local and communal organisations, social care and health providers to support our tenants to be active and supported members of their local community.

Community engagement is at the heart of all we do.

Outside the developments, we are expanding our outreach services to support members of the wider community. The Independent Living Advisory Service, an Occupational Therapist led service, offers people living with physical disabilities or vision impairment advice and recommendations that enables them to maintain their much-prized independence in their own homes.

Our Vision, Mission and Values

Jewish Blind & Disabled exists for Jewish people with physical disabilities and/or vision impairments aged 18 upwards to have access to housing and support so that they lead the best life they can; enabling independence, dignity and choice. This is achieved through our specially adapted mobility apartments located in our unique supportive developments or within their own home in the wider community. We are committed to ensuring we can meet the needs and increased demand from across the community.

We are a values led organisation. We are guided by our strong Jewish values. Our behaviours demonstrate how we live our values. We will use these behaviours to:

- 1** Ensure we recruit people who share our values and can demonstrate the behaviours we seek to encourage in our staff team
- 2** Measure performance and identify support and development needs of our staff
- 3** Outline our expectations for our staff, volunteers, contractors and others who interact with us. Central to this is our value of respect.

OUR VALUES

Truth and Integrity (EMET)

Do what you are supposed to do. Be accountable. Be professional

Respect (KAVOD) Treat others with respect and dignity

Fairness (TZEDEK) Be fair. Be open-minded and listen

Kindness (CHESED) Show you care. Be compassionate and empathetic.



Role: Events Manager

Job Type: Permanent part time up to the equivalent of 2.5 days /17.5 hours per week

Salary Band: Circa £20,000 per annum dependent on experience

With ambitious plans to grow our fundraising income to meet increasing demand, this is a pivotal opportunity to help us achieve our ambitious fundraising targets. This role will form part of our small but committed Fundraising and Marketing team with the aim of delivering high quality events and cultivating relationships with existing and new supporters.

Location

JBD Offices, Mill Hill East (with option to work from home one day)

Responsible to

Director of Fundraising

ROLE INFORMATION

Key Responsibilities and duties:

- To be able to plan, coordinate and deliver events to a high standard
- To propose ideas to improve existing events and develop new and exciting events
- To work closely with the Director of Fundraising on all timelines, project plans and budgets
- To coordinate the logistics and production of events within specified and agreed timelines
- To be responsible for working within tight budget constraints
- To organise specific details for events such as décor, catering, transportation, location, equipment, staff briefings, meeting agendas and minutes, venue coordination etc
- To be responsible for negotiating with suppliers and procurement for the event
- To work closely with the Marketing team to ensure all collateral and suitable marketing for the events are catered for
- To communicate proactively with event participants, committee members and guests to build and leverage strong and lasting relationships
- To conduct post-event evaluations and debriefing sessions together with the Director of Fundraising to report on outcomes and event viability and profitability
- To undertake required database administration tasks assisting the Income & Database Manager in data input recording on Raiser's Edge

General Responsibilities:

- Attend regular meetings with line manager, regular team meetings and undertake relevant training as and when required
- Adhere to Jewish Blind & Disabled's GDPR Policy and ensure that any breach or concerns are reported to your line manager or to the Data Protection Officer

- Comply with the charity's Code of Conduct to ensure that you act in a professional manner at all times which reflect the values of Jewish Blind & Disabled
- Maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Jewish Blind & Disabled confidentiality policy for all staff
- Maintain standard of dress that is appropriate to role and in accordance with the charity's dress policy
- Take all reasonable care of the health and safety of yourself and of other persons who may be affected by your acts or omissions.
- To comply fully with the charity's Health & Safety Policy and to be responsible for and to manage risk within your sphere of responsibility
- Undertake any other duties which are consistent with the post

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

Person Specification:

- Proven experience of planning, coordinating and delivering events to a high standard
- Excellent organisation skills with the ability to plan ahead and prioritise workload
- Ability to work calmly and competently under pressure
- Solution orientated individual, able to think strategically
- Ability to stay focused with ability to juggle a large amount of administration and logistics
- Self-motivated and well organised, with an ability to work independently and as part of a wider team
- Professional and polite telephone manner
- Driven by accuracy, efficiency and exceptional donor care
- Takes initiative and has a pro-active approach to work
- Ability to develop excellent working relationships with all JBD staff and key stakeholders
- Committed to work in alignment with JBD's values

Desired Skills and Experience

- Strong IT skills - good understanding of MS Office suite in particular MS Excel and MS Word
- Excellent verbal and written communication skills
- Excellent attention to detail
- Creativity and drive
- Confident using CRM databases (preferable Raiser's Edge or similar)
- Knowledge of the Jewish community

TO APPLY

Please visit www.jbd.org/vacancies and complete the application form.

Terms and conditions of employment

DBS	All posts are subject to an enhanced Disclosure and Barring Service (DBS) disclosure.
Probationary Period	All posts are subject to a probationary period which may be extended if deemed necessary.
Working Hours	The part time equivalent for this role is 17.5 hours (2.5 days) per week. Working from home for up to a day per week is available.
Annual Salary	Salaries are paid monthly in arrears on the last Friday of each month. Salaries are reviewed annually in January. JBD reserves the right to deduct from pay any amounts which are owed by you to the organisation, e.g. over payment of salary.
Holiday Entitlement	Annual leave will be based on a full-time entitlement of 20 days' paid holiday and 8 Bank Holidays (pro-rata for part-time employees) plus Jewish High Holy days when these fall on your normal working days. The holiday year runs from the January to December. Holiday entitlement increases with length of service, rising by three days per annum after three years of completed service and a further two days after five years completed service up to 25 days (plus BH). This entitlement is pro rated for part time staff.
Sickness	Up to 1 years continuous service - SSP only (where applicable).
Pension and other benefits	On successful completion of your probationary period, you will automatically be enrolled on the company pension scheme and Health Cash Plan.
Notice	During the probationary period - 1 week On successful completion of your probationary period and thereafter - 1 month. All notice must be in writing.

Policies & Procedures	Jewish Blind & Disabled has a range of policies and procedures to support its staff in their work. These include GDPR, Confidentiality, Health & Safety, Equality Diversity & Inclusion and Grievance and Disciplinary Appeals Procedures. All employees are bound by JBD's policies and procedures.
Additional Rules	Employees are required to disclose any other employment, which you undertake whilst in JBD's employment.
Kosher Buildings	As JBD is a Jewish organisation there are certain rules regarding food that must not be contravened. For example, no meat, meat products, shell fish or certain other fish may be brought into office buildings and only Kosher products may be brought into residential buildings. During Passover leavened products are also excluded.
Collective Agreements	These terms and conditions are not bound by any collective agreements.

WE CAN OFFER YOU

- A friendly & supportive work team
- Training & development opportunities
- Competitive rates of pay which are reviewed regularly
- 4% employer pension contribution
- Flexible working opportunities
- Hospital Cash Plan
- Employee Assistance Programme offering 24/7, 365 days a year confidential support with personal legal and financial information and health advice across a range of medical and wellbeing issues
- 24/7, 365 days a year GP telephone helpline
- A range of discounts from major high street brands
- Cash staff referral scheme

Working for Jewish Blind & Disabled

Our staff surveys show that people enjoy working for
Jewish Blind & Disabled:

96% of staff members said they were proud to work for
Jewish Blind & Disabled in a recent staff survey

95% of staff members said their job is interesting and it challenges them

93% of staff members said their roles gives them a sense of self-fulfilment.



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Charity No. 259480 Company No: 00959535 (England and Wales)