



Deputy Director, Projects

Jewish Council for Racial Equality

Deputy Director, Projects

Job Description

Job Title: Deputy Director (Projects)

Based: JCORE Office, NW London

Responsible to: JCORE Director

Purpose of the job

With the appointment of a Deputy Director (Projects) JCORE will establish a new senior management team with the Director to shape the ongoing and future work of the organisation. The Deputy Director will report to JCORE's Director and to the executive.

The Deputy Director will be responsible for the overall management of JCORE's programmes of direct work, aside from adult education projects. These are broadly grouped in two areas:

- Race equality education
- Refugee and asylum projects
(The current project is JUMP (JCORE Unaccompanied Minors Project) - a befriending scheme for unaccompanied asylum-seeking children.)

The Deputy Director will be responsible for developing these and any other strands of direct work as necessary to help the organisation meet its aims as laid out in the business plan. Other areas of work will remain the responsibility of our Director.

Main Tasks:

1. Managing Existing Projects:

- Ensuring that JCORE's programme of direct work fits in with the overall goals of the organisation as laid out in the business plan.
- Reviewing and implementing the education and refugee strategies
- Ensuring project outcomes are met
- Ensuring that all JCORE's project outputs are of the highest standard
- Managing project budgets
- Liaising with key existing partners in the Jewish and wider community
- Building new partnerships to expand and develop JCORE's direct work
- Establishing monitoring and evaluation mechanisms.
- Delivering direct work, as appropriate



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2. Managing Staff

- Current project staff:
 - Education Officer (Primary and Early Years)
 - Education Officer (Secondary, Adult and Youth Groups)
 - JUMP project coordinator (Jcore Unaccompanied Minors Project).

Managing project staff to deliver high quality work: This includes regular supervisions, developing and reviewing work plans and ensuring that project objectives are being met.

- Staff development: assessing and meeting the training and development needs of project staff. Conducting appraisals.
- Ensuring that clear lines of responsibility are put in place for each project and that those lines are followed.

3. Internal and External Communication

- Ensuring regular and on-going communication with the Director and Executive Committee
- Ensuring JCORE's project work is easily communicable to all external stakeholders
- Reporting to existing funders.
- Ensuring JCORE is well represented in relevant networks

4. Project Development and Fundraising

- Identifying new projects in line with the business plan of JCORE
- Drafting project proposals and budgets for new projects for the Director, Executive and potential funders
- Identifying funders for new and existing projects. Completing funding applications for new projects in co-operation with the director and other staff.

5. General

- Contributing to the effect running of JCORE in general and undertaking such other responsibilities as arise from time to time which are compatible with the job



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Person Specification

Experience, Knowledge and Skills

The postholder will have had experience of and demonstrated competence in:

- Preparing and implementing organisational strategy
- Successful project management
- Budget preparation and financial management
- Partnership working: initiating, developing and maintaining partnerships with a range of agencies
- Establishing monitoring and evaluation mechanisms.
- Managing and developing staff
- Report-writing and presenting internally and externally
- Representing organisations externally
- Developing new projects: drafting and presenting proposals
- Fundraising: identifying funders, preparing and submitting applications and maintaining working relationships with prospective and actual funders
- A high level of computer literacy

Essential personal requirements

- Commitment to JCORE's vision and values
- Experience of furthering equality and diversity
- Ability to work independently, to show initiative and to be self-motivated
- Analysis and problem-solving skills
- Ability to work as part of a team
- Ability to work with a wide range of people, including all sections of the Jewish community and the wider community
- Time management
- Be able to work in a flexible manner
- Willingness to work occasional unsocial hours

Desirable

- Experience in the fields of race equality and refugee and asylum
- Experience of working with management committees
- Knowledge of the Jewish community
- Education experience - working with formal and informal sectors, producing materials, running sessions.
- Recruiting and managing volunteers