

# HABONIMDROR

## Habonim Dror - Youth Movement

If you are interested in applying for this position please email a covering letter and CV to [trustees@habodror.org.uk](mailto:trustees@habodror.org.uk)  
A successful candidate will be appointed ASAP.

<b>Role:</b>	Interim General Manager
<b>Organisation Description:</b>	Jewish charitable youth movement involved in a range of educational activities including UK based and international summer camps. Habonim Dror was established over 85 years ago and has been at the forefront of the Zionist movement ever since inspiring the next generation of Jewish youth.
<b>Duration:</b>	Up to 6 months, potential for permanent for the right candidate
<b>Hours:</b>	Full Time. Three / Four days a week would be considered.
<b>Location:</b>	Based in either our North London or North Manchester office Some travelling required
<b>Salary:</b>	Annual full time equivalent of £30,000-£40,000 (pro-rata). More may be available for an exceptional candidate.
<b>Reports to:</b>	Board of Trustees
<b>Staff Management of:</b>	Movement Workers (5), Events Manager, Bookkeeper.

### ***Position overview***

Habonim Dror is one of the UK's longest established and fastest growing Jewish youth movements, playing a key role in inspiring the next generation of Jewish youth. The interim General Manager will have oversight of all functions of the youth movement, working closely with our dedicated Board of Trustees and team of movement workers. We are looking for someone with excellent project management and operational experience to help oversee staff management, budgets and finances, logistical support for six summer camps for over 400 youth, as well as supporting the movement workers. We are looking for a dynamic leader and a good all-rounder who will oversee existing activities and can hit the ground running. The Board of Trustees will be actively involved in supporting you through this interim position. This position will be based from either our North Manchester or North London office, with travel to the other city required as appropriate. You may be required to work some evenings and weekends but time off in lieu may be taken.

### **Key areas of responsibility:**

#### ***Leadership***

- Support all staff; 5 movement workers (one year contracts), Events & Communications Manager, Bookkeeper.

#### ***Finance & Fundraising***

- Work alongside the charity's bookkeeper and finance committee to support the effective financial management of the organisation.
- Ensure the annual budget is managed and implemented in an appropriate way

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- Oversee the collection of debtors of both current and historic debt.
- Approve the payment of all outgoing monies including invoices, claim forms and salaries.
- Manage and support grant making applications and our fundraising telethon to alumni

## ***Summer Camp & Residential Activities***

*Summer camp is our key period of activity with 400 young people in our care and our largest income generator. You will need to work closely with the Events Manager and Movement Workers to ensure the success of all summer activities during this busy period.*

- Work closely with all staff to further develop the systems and structures required to support the summer camp programmes.
- Ensure an adequate balance of income and expenditure in line with the budget
- Work closely with our events manager to ensure all details are fully considered to provide the best possible experience in a safe and caring environment.
- Provide hands on logistical and operational help where required.

## ***Welfare & Safeguarding***

- Manage and direct all serious welfare & safeguarding issues, obtaining advice from relevant professional organisations and trustees, taking action in a sensitive and proper manner.
- Ensure all staff & volunteers have the relevant welfare & safeguarding training required prior to summer camp.

## ***Building Management & Operations***

- Oversee maintenance of Habonim Dror's three properties (2 in London, 1 in Manchester), ensuring they are kept in good condition and full working order.
- Provide oversight to ensure effective functioning of all telephone, computer, software, database systems. Work with external consultants where appropriate.

## ***Legal & Insurance***

- Ensure, in conjunction with the trustees, that the charity is following all legal requirements and best practices, putting in place and updating policies and procedures where necessary.

## **Candidate's Attributes & Experience**

- Experience of successfully managing a team of staff
- Strong organisational and numerical skills
- A solid foundation in financial and budget management
- Effective communication and interpersonal skills
- Excellent IT skills
- Attention to detail
- Self-motivating and ability to work unsupervised
- Impeccable time and project management skills
- Appreciation of Jewish & Israel culture and history
- Understanding of charities and the Youth Movement model
- Comfortable representing Habonim Dror in the wider Jewish and secular community and working with other faith groups
- A highly skilled all-rounder