

Position: Coordinator, UK Task Force on Arab Citizens of Israel

Deadline for applications: 31 January 2010

The newly-created UK Task Force on Arab Citizens of Israel is seeking a skilled and experienced person to provide it with professional support and establish it as a new coalition.

The position will be based at the open plan offices of the Jewish Social Action Hub in West Hampstead.

Hours: Full-time (part time considered for an outstanding candidate). The role may involve travel overseas.
Reporting to: The Task Force Executive Committee, via the co-chairs.
Salary: Commensurate with skills, knowledge and relevant experience.

Background:

The UK Task Force on Arab Citizens of Israel (“the Task Force”) is a coalition of organisations* committed to the welfare of Israel and its secure and peaceful existence.

The aims of the UK Task Force are:

1. To deepen UK Jewish engagement and understanding of issues facing Israel’s Arab citizens and leverage communal resources to provide effective solutions.
2. To encourage member organisations to work with Israeli partners to strengthen civil society activity, including the strengthening of Jewish and Arab leadership.
3. To facilitate information sharing and co-operation with Jewish communities outside Israel to ensure effective engagement with the issues.
4. To ensure that the above engagement is sustained, increased and independently evaluated.

Job Purpose:

The Coordinator post has been created to support the activities of the Task Force by acting as a professional secretariat and providing coordination between member organisations, as well as deploying the Coordinator’s expertise to stimulate new ideas and connections.

Duties include:

Secretariat

- Provide professional staffing and support to the Task Force Executive Committee and member organisations.
- Assist in developing a strategy and workplan for the Task Force and report to the committee on implementation, activities and outcomes.
- Be responsible for monitoring the budget and providing financial reports to the Executive Committee.
- Disseminate briefings, educational resources and other written materials to member organisations and wider audiences.
- Develop programmes including educational briefings, events and trips.
- Deliver presentation and workshops as advised by the Executive Committee.
- Devise a framework for measuring the influence and impact of the Task Force.
- Develop website strategy and content.

Coordination

- Provide coordination between members and work with them to further relationships and goals and to expand membership.
- Build links with the US Task Force in Israel and the US and other aligned organisations to facilitate information sharing and co-operation.

Communication

- Work closely with member organisations to maximise the influence of the Task Force and raise the profile of these issues in the British Jewish community.
- Assist the Task Force in developing a communications strategy.

Person Specification

- **Experience:** At least three years' experience in a professional role relevant to the Task Force's remit, with experience in coalition building, programme management, administration and financial operation.
- **Education:** to degree standard or equivalent.
- **Knowledge:** An understanding of the Jewish community and a comfort working with organisations and individuals from across the communal spectrum. A sound understanding of issues facing Israel's Arab citizens and the Israeli political, economic and civil society landscape.
- **Management skills:** Pro-active with strong leadership and management skills including the ability to design and implement strategy. Self-starter able to take on a new role and work independently, seeking guidance when necessary.
- **Interpersonal skills:** Ability to build consensus, create partnerships and coalitions and foster cooperation between members and represent the Task Force to different audiences.
- **Diplomatic skills:** Ability to be balanced, analytical, perceive sensitivities and accommodate diverse points of view.
- **Verbal, written, IT and communications skills:** The ability to deliver presentations and produce written work of the highest standards.
- **Languages:** Working knowledge of Hebrew and Arabic an advantage.
- **Values:** Empathy with, and proven commitment to, the aims and values of the Taskforce.
- Willingness to travel.

Supervision

- The successful candidate will report to the Task Force Executive Committee with direct liaison to the Co-Chairs.

The closing date for applications is 31 January 2010. We intend to conduct interviews on 10 and 11 February 2010. We aim to respond to all applications however depending on the number of applications received this may not be possible. If you do not hear from us by 4 February your application has been unsuccessful.

*** The Executive Committee of the UK Task Force comprises: UK Friends of the Abraham Fund Initiatives; The Board of Deputies of British Jews; New Israel Fund UK; The Pears Foundation; United Jewish Israel Appeal and The Zionist Federation**