



ADMINISTRATIVE ASSISTANT

Job Title: Administrative Assistant

Job Purpose: To provide practical support to the trustees across all areas of EJCC's operation – governance, management, programme development, programme delivery and fundraising. The postholder will have the opportunity to actively participate in the development of our mission and contribute to the development of our projects

Who We Are: Edinburgh Jewish Cultural Centre registered as a SCIO with the Office of the Scottish Charity Regulator in 2018. Our background, history and programme of activities can be found on our website www.jcc.scot but in short, our purpose is to celebrate and share Judaism and Jewish culture with people of all faiths and none, Jews and non-Jews, as we create a dynamic and vibrant Jewish life for the 21st Century.

Our ultimate ambition is to create a physical space which will be a home for our programme and a catalyst for community cohesion in Edinburgh and across Scotland.

At present all of our activity is generated by a volunteer board of trustees who give of their time and expertise freely to develop and grow the work of the organisation. The success of our activities to date now means that in order to take the next steps on our journey we need to engage administrative support to help underpin our plans for the future.

Duties and Responsibilities: The list is wide-ranging and comprehensive. Please do not be put off from applying if you do not have skills in every area listed. At present our programme takes place online. While we anticipate a gradual return to face-to-face events, we expect that 'virtual' will be an ongoing dimension of our programme. We expect, therefore, that candidates will have excellent IT skills, be comfortable working across a variety of social media and, ideally, have experience of Wix, the online platform on which our website is built.

The main duties are:

- Marketing and publicising the EJCC programme, particularly through the use of social media platforms
- Managing online paid events, including liaison with online ticketing platforms
- Establishing and maintaining sound administrative tools and systems to support EJCC activities
- Supporting EJCC trustees with the following:
 - Maintenance and upkeep of EJCC website

- Liaising with artists and speakers
- Basic bookkeeping (knowledge of the Xero accounting system would be an advantage)
- Online banking, including the processing of invoices

It will be clear from the above that the postholder will need excellent communication and diplomatic skills both in dealing with external stakeholders and with a lively and committed group of trustees.

Skills and Experience

Essential

- Excellent IT skills
- Demonstrable experience of using social media for marketing and communication purposes
- Excellent administrative and organisational skills
- Excellent communication skills both written and face-to-face
- Ability to multi-task and prioritise

Desirable

- Experience of the Wix platform
- Bookkeeping experience, ideally using Xero accounting package
- Experience of online banking for a registered charity and/or Third Sector organisation
- An appreciation and understanding of Jewish culture

Terms and Conditions:

- The post is offered on a freelance basis.
- We welcome applications from people of all faiths and none.
- EJCC does not have an office and the assumption is that the postholder will work from their own base even at such times as workplaces reopen.
- The postholder will be expected to provide all necessary hardware and generic software although EJCC does subscribe to the Xero accounting package.
- The contract will be on a guaranteed-hours basis of eight hours per week and remuneration will be £12.50 per hour.
- Flexibility can be shown on when hours are worked, but there will be times when activity deadlines will determine when jobs are to be completed.
- Some evening and Sunday work will be required to support the activity programme.
- The postholder will report to the Chair of the EJCC trustees.

Applications : If you are interested in applying for the position please send a CV and covering email to admin@jcc.scot highlighting where your relevant experience and skills reflect those required for the post and why you are interested in the position by **Friday 27th May**.