



Address
JVS Office
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jvs.org.uk

Jewish Vegetarian Society Administrator Golders Green, London

The Jewish Vegetarian Society (JVS) is an international charity dedicated to promoting a kinder society, without killing animals for food. We provide information about vegetarianism generally and in a Jewish context, and offer advice and support to help people with the transition to a non-animal diet. We seek to raise awareness of the many benefits associated with a vegetarian/vegan diet via:

- Our quarterly magazine, *The Jewish Vegetarian*, which is designed in-house and distributed worldwide. This was first created in the 1960s
- A busy calendar of events
- Stands at various shows / conference / exhibitions

We also run a popular membership scheme, with members in 12 countries.

This is a very exciting time to join the JVS as we develop new initiatives and projects, including a free community library and edible garden, as well as a diverse calendar of events including; workshops, presentations in synagogues and schools, mystery cooking classes, a film club, group trips, meditation, a pop-up cafe with guest chefs and a series of cookery classes at JW3.

We are looking for an experienced Administrator who can ensure the smooth running of the office. The successful candidate will have a keen eye for detail, work methodically and conscientiously, have a positive attitude, be self-motivated and take pride in their work.

HOW TO APPLY

Application is by way of a CV and supporting statement outlining your interest in and suitability for the role [no longer than one a4 page] sent to: **lara@jvs.org.uk**

Closing date: 1pm on 25th August 2015. *Please note that we reserve the right to appoint before the closing date.

Interview dates: TBC

For additional information about the JVS, visit **www.jvs.org.uk**

JOB DESCRIPTION

JOB TITLE: JVS Administrator

REPORTING TO: JVS Director

SALARY: £20,000 - £24,000, depending on experience

LOCATION: JVS Office, 855 Finchley Road, London, NW11 8LX

HOURS: This is a full-time position. Occasional evening and weekend work required at events, for which time of in lieu will be granted.

ANNUAL LEAVE: 25 days per annum, plus UK bank holidays, and Jewish holidays

This post is initially for a period of 6 months, with the possibility of an extension.

PURPOSE OF ROLE

- To welcome visitors to the building
- To provide administrative and logistical support for JVS activities
- To provide general assistance to the JVS Director where necessary
- To manage office systems to ensure the efficient running of the office
- To act as a PA to the JVS Director

SPECIFIC RESPONSIBILITIES

Office administration

- **Administration** - Undertake general office administration [i.e. event bookings, sort post, filing, order supplies, room bookings, parking permits, respond to phone calls and emails, record minutes at meetings, manage membership database, manage national and international dispatch of our quarterly magazine, update JVS website, manage our library, source donations of second hand books, and new books from publishers, organise competitions].

- **Calendar** - Maintain JVS calendar, on the website, on whiteboard and internal google calendar. Ensure our events are publicised via relevant groups. Process external requests for talks and presentations.

- **Event organisation** - Administer all JVS events [i.e. cookery classes, film club screenings, presentations and talks, exhibition stands, Director's meetings and visits to JVS. Tasks may include, but are not limited to; event booking, logistics for speakers/presenters, arranging food orders, setting up rooms, preparing materials, processing event feedback forms etc.

- **Finance** - Manage accounting software, Issue invoices, prepare documents for our accountant for end of year auditing, process donations and Gift Aid.

- **PA to JVS Director** - Provide administrative support to the Director including with correspondence, diary management, travel arrangements, meetings and appointments. Where required, support the Director with preparation of materials, paperwork and managing incoming enquiries.

- **Visitors and members** - Be the first port of call for all visitors.

- **Other:** Occasional evening / weekend events, as agreed. Carry out any other duties commensurate with the general level of responsibility of the post.

PERSON SPECIFICATION

EXPERIENCE:

- Experience of being an administrator in an office environment
- Some experience with basic project management
- Database management experience
- Experience of having worked for [or an understanding of how] a small organisation and or charity operates

QUALIFICATIONS: Good standard of general education

SKILLS:

- Ability to work in a busy office environment
- High level of IT competence and excellent knowledge of Microsoft Office suite
- Ability to plan and co-ordinate multiple projects whilst continuing to deliver on routine day to day tasks
- Excellent interpersonal and communication skills [both written and verbal]
- Good understanding of office administration, financial procedures, and database management systems
- Ability to update wordpress website and contribute to our social media output

VALUES: Empathy with and commitment to the values of the JVS.