



UK & Ireland

## Application Pack: Executive Director BBYO United Kingdom and Ireland



### Welcome

Thank you for expressing an interest in the role of BBYO Executive Director.

BBYO United Kingdom & Ireland (UKI) is a registered charity and the UK & Ireland region of BBYO, the world's largest Jewish youth movement. BBYO UKI engages more than 300 teens per year, creating compelling Jewish environments and experiences through its:

- Unique teen-led chapters that meet on a weekly basis run by elected teen members
- High quality immersive engagements, residential leadership training courses, summer and winter camps and market leading Israel tour

Over the past 3 years, BBYO UKI has undergone a period of significant transformation and growth. As well as revamping all of our teen programming including relaunching our flagship summer camp and Israel tour, we have also reshaped our processes and governance and upgraded our IT and office set-up to ensure the organization is fit for the 21<sup>st</sup> century.

The COVID-19 crisis has proved challenging to BBYO but thanks to the support of our proud and engaged friends and alumni network, we were able to transform our chapters to deliver online programming and to create a COVID secure summer camp.

We are now looking for an exceptional candidate to guide BBYO through this challenging period and drive the next phase of growth, taking overall strategic and operational responsibility for our staff, programmes, fundraising, safeguarding and execution of our mission.



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This is a fantastic and rare opportunity to help mould and grow a highly respected and dynamic organization with a current annual budget of £250,000 and a professional team. The successful candidate will be able to tap into the opportunities that BBYO's global network provides including the ability to work closely with some of the most respected professionals in the Jewish community and access to BBYO's training and leadership programmes.



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### Important information

Application is by way of CV and a supporting statement to [recruitment@bbyo.org.uk](mailto:recruitment@bbyo.org.uk). Interviews will be held on a rolling basis, so early application is encouraged.

For an informal discussion about the role, please contact Matt Herman, [matt@bbyo.org.uk](mailto:matt@bbyo.org.uk)

**Start date:** Immediate



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## **Job Description – Executive Director (ED)**

**Salary range:** £35k-£45k

**Hours:** Full time preferred (part-time will be considered for exceptional candidates)

**Holiday:** 20 days per year plus statutory holidays and Jewish festivals

**Reporting to:** Chair of Youth Commission

### **Main Responsibilities**

#### **Leadership & Management:**

- Ensure the organization's ongoing excellence in programmes, fundraising, communications and systems, and compliance with financial, administrative and safeguarding policies.
- Actively engage and energize BBYO's volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve on major committees; seek and build board involvement with strategic direction.
- Lead, coach, and develop BBYO's professional team.
- Ensure effective systems to track progress, regularly evaluate programme components, and measure successes that can be effectively communicated to key stakeholders
- Prepare the annual budget, liaise with the Treasurer to establish financial policy, procedures and ensure fiscal health of the organisation; work with the bookkeeper and accountants to manage expenses, payroll, and year end accounts.

#### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing programme operations and regional expansion.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to create new opportunities.
- Apply for and manage grant applications, reporting, and foundation relationships. Support the Associate Regional Directors (ARD) in their application for minor grants and UJIA allocations.
- Work with the Fundraising Trustee and event committee to support fundraising events

#### **Planning:**

- Drive BBYO's strategic planning process.
- Work with the ARDs to build partnerships in new markets, establishing relationships with funders, community leaders, and other stakeholders at each site.
- Consistently grow number of teens engaged by BBYO's programmes

#### **Partnerships and Programme Oversight:**

- Oversee creation and development of creative COVID-secure programming, both on-line and in person
- Israel Tour: Each year, BBYO UKI sends a delegation of 16-year-old teens to Israel on a three-week educational trip. The ED will:
  - Liaise with the trip provider and key partners



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- Ensure legal compliance in all areas including safeguarding and financial management
- Prepare the Israel Tour budget
- Provide senior customer service to Israel Tour families when necessary
- Support the itinerary and programme development in partnership with the ARDs
- Ensure administrative duties in respect to registration, marketing, recruitment, welfare are performed to a high standard.
- UJIA:
  - The ED will manage this relationship at a senior level, attending partnership meetings, supporting the POD (professional development) programme, and assist the ARDs in their allocations application submission and presentation.
- BBYO International:
  - Manage funds allocated from BBYO International to the UK office
  - Liaise with senior staff to ensure integration with the UKI programme where appropriate
  - Attend international meetings and events as required
  - Collaborate with colleagues around the world on relevant projects
- Crisis management and senior customer service when appropriate, managed in partnership with the board of Directors and ARDs

### **Safeguarding:**

- Serve as the Designated Safeguarding Lead
- Seek expert advice on serious cases of child welfare
- Enforce BBYO's safeguarding policy and ensure staff and volunteers are adequately trained
- Manage internal reports with ARDs and volunteers, ensure detailed files are kept in a secure and confidential manner
- Manage external reporting with appropriate legal bodies when needed
- Create care plans for individuals as needed with relevant trustee and professional staff
- Liaise with Safeguarding Trustee
  - Submit anonymized reports
  - Consult on serious incidents
- Report to trustees at board meetings with full account of major safeguarding incidents from previous term (anonymised)

### **Other duties as assigned by the Directors**





### Qualifications

The ideal candidate will be a driven and motivated self-starter, who takes an entrepreneurial approach to organisational management. They will value the creation of Jewish activities that resonate with teens today, encouraging them to experience Judaism on their terms, and providing them with the tools, resources and guidance to programme in a way that adds value, meaning and identity to their lives. Candidates must demonstrate a dynamic personality and feel comfortable and confident engaging and interacting with both the teen and adult communities. The successful candidate will work to support and empower teen leaders; we derive success from the quality of outputs at a teen level.

### Essential

- Minimum 5 years work experience including 3 years of non-profit management
- Experience working with youth
- Transparent and high integrity leadership
- Demonstrated ability to manage and coach staff in a high-performing team
- Ability to work creatively as a self-starter and independently (coupled with a can-do attitude and drive) – as well as being a team player
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors
- Solid organizational abilities, including planning, delegating, programme development and task facilitation
- Experience owning a P & L and taking responsibility for delivery against budget
- Strong written and oral communication skills
- Strong work ethic with a high degree of energy
- Training in safeguarding and child welfare
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
- Willingness to work occasional evenings and weekends
- Ability to travel to USA, Europe and/or Israel 2-4 times per year



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- Effective fundraising experience.
- Excellent donor relations skills and understanding of the funding community.
- A history of successfully generating new revenue streams and improving financial results
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers

### Desirable

- Bachelors degree
- Knowledge of the UK Jewish community and youth movements preferable but candidates who show the ability to learn about different cultures and communities will also be considered
- Experience of working with a Board of Directors
- Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders

**This post is UK based and candidates must have the right to work in the UK.**

**All offers will be subject to satisfactory references and an Enhanced DBS Disclosure.**

