



We're hiring!

# PROGRAMME MANAGER

Salary: £25,000-30,000 per annum

Probation period: 3 months

Holiday: 20 days per annum plus bank holidays

Location: From home and central London

Hours: Full-time, approximately 40 hours per week (sometimes you will need to work in the early evenings to meet volunteers when they finish work)

# THE ROLE

As Programme Manager, you will be responsible for designing, developing, launching and coordinating volunteer-led long-term programmes.

Working with our trustees and senior management team, you will research and plan new high-impact volunteer programmes which you will then launch and coordinate.

Information on the first two programmes we wish to run will be made available during the interview stage.

Campaign Against Antisemitism has attracted volunteers who hold leading roles in the spheres of journalism, law, strategy and public administration. The programmes you devise and coordinate will involve close contact with our volunteers, requiring an ability to learn fast, rapidly develop practical solutions and operate with total discretion.

This is an excellent and rewarding opportunity for a self-motivated person with the capacity to learn fast from an experienced and successful team.

As Programme Manager you will:

- Report to the Chairman directly, but will regularly work with other senior team members on specific projects;
- Balance long-term projects with the need to reactively respond to antisemitic incidents in a very short space of time;
- Use online tools to work collaboratively with a large group of volunteers who are geographically dispersed and are often only available in the evenings or at weekends; and
- Operate in a structured, strategic manner, clearly communicating with CAA's volunteer team and responding quickly and precisely to requests.

In addition to your programmatic role, we would like help with the following:

- Responding to media enquiries and drafting copy for websites and press releases;
- Ensuring that reports of cases of antisemitism are passed on to the Community Security Trust and followed up by volunteers;
- Assisting with the administration of the volunteer coordination software system;
- Assisting with the recruitment and training of volunteers;
- Attending events and report back, for example court cases of interest, and police and CPS oversight meetings;
- Preparing presentations, leaflets and social media graphics for the fundraising, awareness and mobilisation teams; and
- Assisting with event organisation.

You will be someone who is:

- Discreet;

- Precise;
- Articulate;
- Persuasive;
- Personable;
- Self-motivated;
- Computer-literate to a high degree; and
- Familiar with the workings of the Jewish community.

## HOW TO APPLY

To apply, please enter your details below. You will receive further instructions via e-mail.

If you have any questions that you would like to ask, please [contact us](#).

**Thank you. Please now check your inbox.**

## ABOUT US

Since Campaign Against Antisemitism was formed in the summer of 2014, we have recruited an outstanding team of volunteers whose work has seen us grow into a well-organised, high-profile grassroots campaign. But we have so much more to do.

At our rally at the Royal Courts of Justice we called for 'zero tolerance law enforcement' and these words now feature in every politician's speech on antisemitism. Our Antisemitism Barometer survey showed how British Jews were feeling in the wake of the Paris attacks. We are now working closely with the police, CPS and government after launching our five-point plan to strengthen enforcement against antisemites at a meeting with the Home Secretary, Director of Public Prosecutions and Chief Executive of the College of Policing. In the last few weeks we exposed a Nazi-sympathising teacher and ensured that the Secretary of State for Education banned him from teaching again, and ensured that the police prosecuted demonstrators with Hezbollah flags.

We have worked tirelessly without a single paid employee and comparatively little funding. We are proud to have empowered individual members of the community to contribute their considerable talents to the fight against antisemitism, and thanks to your support we will continue to do so.

We have exciting projects in the pipeline, covering education, outreach, awareness, training and public affairs. Our goal is to tackle antisemitism through education and enforcement, with the agility of a start-up, the expertise of established professionals in various fields and, and where needed, a dash ofchutzpah.

We have reached the point where we need a Programme Manager to deliver some of our more

ambitious projects.

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**Justice, justice, you shall pursue - צדק צדק תרדף**



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