

About Azara & Our Flagship Programme

Azara (azara.org.uk) is a growing new cross-communal learning initiative in the UK, opening the beit midrash to everyone, with classes, programmes and events, and aiming to create a culture of Torah learning in the UK, across denominations.

The Azara Summer Programme (Edinburgh, 21st June – 23rd July 2023)

The first ever month-long cross-communal yeshiva programme in the UK. It's an unprecedented chance to immerse in Jewish texts, deepen your relationship with Judaism, and learn how to shape your own tradition. We welcome people of all backgrounds, genders, and levels of experience to join us in a month-long exploration of Talmud and other Jewish texts. Together, we'll create a community of learners where no question is too difficult to ask or answer. Through world-class teaching, you can build the skills to engage with Torah on your own terms. The programme is based in the very centre of Edinburgh, five minutes' walk from Waverley Station, the central shops and museums, and Edinburgh Castle. Participants will live within walking distance of classes, central attractions, and Orthodox and Liberal synagogue services. Accommodation, breakfast and lunch will be provided for all participants.

Operations & Finance Manager

The Operations & Finance Manager is responsible for communications, coordination of summer programme logistics and financial bookkeeping for Azara. This person will serve as the administrator for the upcoming summer programme in Edinburgh, handling communications between participants, teachers, accommodation, and potentially posting the occasional social media post. They will also be responsible for logistics in advance of and during the summer programme – venue, catering and accommodation, managing supply needs and incoming and outgoing teachers and students during the programme. Finally, the Operations & Finance Manager will run Azara's accounts, keeping track of ingoings and outgoing.

For communications and logistics, this position will report to Azara's volunteer coordinators and Trustees, and for the financial bookkeeping tasks specifically to Trustee Allan Myers as line manager and support.

For the first two+ months, this position can be fully remote and is part-time [10-12 hours per week]. Then, for a month and a half – from two weeks prior to the summer programme [that is, commencing from the second week of June] through the month of the programme itself [that is, from 21st June – 23rd July 2023] – the position is full-time [38 hours per week]. And for those dates of the programme itself in Edinburgh [again, 21 June – 23 July 2023], the position will be in person, on site in Edinburgh.

Azara strongly encourages applications from individuals with a broad range of identities and backgrounds, including people of colour, women, people with disabilities, immigrants, LGBTQIA+ people, and people who come from low income or working class backgrounds.

JOB REQUIREMENTS

Communications

- handle communications between participants & teachers in advance of and during the summer programme
- communicate with the summer programme accommodation, catering, & venue
- answer emails and social media inquiries
- communicate about accessibility needs and accommodations and keeping track of them all
- post the occasional social media post
- communicate with Azara volunteer organisers and Trustees
- attend Trustee meetings and taking minutes

Coordination of Programme Logistics

- liaise and coordinate with accommodation, catering, & venue in advance of arrival (prior to programme start on 21st June)
- manage the venue and catering needs on the ground
- manage supply needs
- manage needs of incoming and outgoing teachers during the programme
- manage Open Week logistics: arrival and departure etc of new participants & teachers

Financial Bookkeeping

- run the accounts on QuickBooks, keeping track of ingoings and outgoings for our accountant to do accounts at the end of the year
- fulfill any requirements of the UK Charity Commission

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Proficiency w/ Google Drive, sheets, docs
- Proficiency with social media [Facebook, Instagram, Twitter]
- Strong written communication skills
- Strong interpersonal skills
- Flexible and independent worker
- Experience in administration or logistics
- Experience working with volunteers and/or small, developings orgs
- Preference for experience in keeping day-to-day accounting records
- Ideally will have a passion for community building and volunteer-led initiatives
- Preference for someone with interest in Jewish texts and the Hebrew alphabet

Salary

Payment will be calculated at £24,000 pa, London living wage per hour, £11.95/hour

**Please apply by submitting a CV and cover letter to info@azara.org.uk
By the deadline of **Monday 20th March****