

# Communications and Events Manager

*Part-time (2 days per week), based in London (hybrid and flexible working)*

**Salary:** £25k - £30k pro-rata

## **Job Purpose:**

The Jewish Vegetarian Society (JVS) is the UK's leading Jewish charity championing a plant based lifestyle, the environment and animal welfare.

The Communications and JVS Events Manager will be the main face of the charity, working as an ambassador in the community to promote the charity's goals. Your primary focus will be designing and implementing campaign strategies to further the Society's goals and charitable aims and using communications tools, such as social media, the website and newsletters, to further promote these aims. Your role will be to develop JVS Events, both inside and outside the building, working with a team of volunteers to ensure these run smoothly. Your secondary focus will be to begin to implement a fundraising strategy, using online tools, with the aim to build on our fundraising efforts when financially viable.

## **Key Accountabilities and Responsibilities:**

- Liaise with the board to decide on campaign strategies and priorities.
- Create events within and external to JVS that further the aims of the charity.
- Promote the charitable aims of ethical eating, sustainable living and environmental protection.
- Maintain the JVS website content and monthly email newsletter.
- Maintain and grow JVS's social media presence
- Develop a team of volunteers to help expand JVS Events.
- Become an ambassador for JVS values within the community.
- Manage fundraising through social media and events, with the aim to build out the fundraising infrastructure of the charity.

## **Personal Profile:**

- Deep commitment to the aims of the charity (animal welfare, ethical eating, sustainable living and environment protection) is essential.
- Knowledge and experience of social media is essential.
- Excellent organisation and management skills to run and coordinate events.
- Technically savvy to help maintain the website.
- Knowledge of Adobe Creative Suite is desirable, or other online design software.
- Working with or developing volunteers is desirable.

Applicants are invited to fill in an application form at [www.jvs.org.uk/jobs](http://www.jvs.org.uk/jobs).