

Job description

Job title	Community Education Officer
Contract	Permanent
Hours	22.5 hours a week
Salary	£22,00 - £24,00 pro rata depending on experience
Service setting	The Jewish community for outreach, Jami offices, some home working.

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Job purpose

The Community Education Officer is a new role which we hope will continue our transformational work out in communities across the Jewish spectrum and in other communal organisations. An outgoing and dynamic individual will enable us to leverage our community relationships to make a difference to our community's mental health. You will join a dedicated and passionate Education Team and also

work across departmental boundaries with our Fundraising and Marketing and Volunteer Teams who work closely with Jami's community-based Ambassadors. As a community facing professional you will also naturally link in with our Head Room Café team.

Of significance to your role will be calendar events such as Mental Health Awareness Shabbat and Mental Health Awareness Week as well as working all year round to raise awareness and levels of mental health literacy.

This post will enjoy flexible working hours that will include evening and weekend working. Some core office hours will also be required and all working hours will be accountable to your line manager. Ability to plan and evaluate your own work and develop your skills to enhance performance will be essential.

Responsibilities

- Facilitate mental health literacy and awareness sessions in synagogues and other communal organisations in person and online. It is essential you are able to access communities in north/northwest London, northeast London and also willing to travel further when required.
- Work with Jami's Community Engagement Officer (Fundraising and Marketing Team) to help develop community engagement with Jami's Ambassadors alongside Jami's Volunteering Co-ordinator.
- Be active in creating meaningful partnerships with appropriate agencies.
- Model the use of non-discriminatory, non-jargon and non-medical language in your work to help combat the stigma of mental illness.
- Manage data collection from all the education events you facilitate and produce regular reports as requested.
- Implement administrative procedures required by the Manager.
- Maintain up to date and accurate electronic records as required by existing procedures.
- Ensure compliance with GDPR, DPA and Health and Safety legislation.

Key relationships

- Education Manager (Line Manager)
- Other Education Team members
- Community Engagement Officer (Fundraising and Marketing)
- Volunteering Co-ordinator

Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Demonstrated Higher Education or Further Education • High level competency in written and spoken English • Evidence of relevant Continuous Professional Development (CPD) • Commitment to obtain underpinning knowledge through work based learning and mandatory training 	<ul style="list-style-type: none"> • Training or teaching qualifications/ formal study in training or teaching.

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Relevant training or teaching in a community or education setting gained through work or voluntary experience • Facilitation or training experience for a range of groups with varied audiences • Ability to form good working relationships with a variety of people both at Jami and in the Jewish community • Excellent interpersonal skills demonstrated experience of building contacts in a professional and effective manner. 	<ul style="list-style-type: none"> • Experience and knowledge of the Jewish community • Working in partnership with other agencies • Knowledge and understanding of mental illness and distress

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| <ul style="list-style-type: none"> • Awareness of both professional and personal boundaries and a willingness to apply them in your role • Ability to treat people with respect and dignity at all times, adopting a culturally sensitive approach, which considers the needs of the whole person. • Robust written and verbal communication skills • IT and administration skills i.e. word, excel, power point, etc | |
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Flexibility

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties of the job.

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

Equality and diversity

Jami are proud to be an equal opportunity workplace. We recognise and promote, the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

For further details please contact Philippa Carr on 020 8458 2223 or email philippa.carr@jamiuk.org

To apply for the role, please send your CV and covering letter to recruitment@jamiuk.org Closing date for applications Friday 17th June.