

## PERSON SPECIFICATION

### Co-ordinator of Rabbinic Placements

#### 1

#### Skills & Abilities

We are looking for someone who can **demonstrate** the following:

- 1.1 That they are capable of working with a high degree of detail and accuracy
- 1.2 An ability to accept delegated responsibility and make routine decisions on own initiative
- 1.3 An ability to self-manage work portfolio.
- 1.4 An ability to proactively develop constructive relationships with students and communities
- 1.5 A diplomatic and pleasant telephone manner with the ability to handle sensitive personal information tactfully
- 1.6 Strong organisation, communication and interpersonal skills
- 1.7 An ability to work with people at all levels and in all departments
- 1.8 Excellent letter writing skills

Essential	Desirable
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X	
X	
X	
X	
X	
X	
X	
X	

#### 2

#### Experience

We are looking for someone who can **demonstrate** experience of:

- 2.1 Achieving agreed objectives within an agreed period of time.
- 2.2 Working as a congregational rabbi or lay leader of a progressive community
- 2.3 Working in the arrangement and oversight of educational or professional training placements
- 2.4 Confidently making presentations.
- 2.5 Communicating effectively
- 2.6 Working successfully as part of a busy team
- 2.7 Providing a high level of organisational and administrative support.
- 2.8 Working comfortably under pressure and meeting deadlines.

X	
	X
	X
	X
X	
	X
X	
X	

Essential	Desirable
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### 3 Special Knowledge

We are looking for someone who can **demonstrate:**

3.1	Intermediate skills in MS Windows including Word and Outlook	x	
3.2	Intermediate Excel skills		x
3.3	Knowledge of the Progressive or wider Jewish community	x	
3.4	An understanding of the work of the vocational team at LBC	x	
3.5	Knowledge of Safeguarding		
3.6	An in depth knowledge and understanding of the work and practical requirements of a Progressive Rabbi	x	
3.7	An interest in learning and development		x

### 4 Personal Qualities

We would like someone who can **show:**

4.1	A calm, confident, supportive and friendly manner	x	
4.2	Willingness and availability to work flexibly to meet the job requirements	x	
4.3	Willingness to develop and learn new skills as the work requires	x	
4.4	Flexibility to meet the ever changing needs of the Organisation	x	
4.5	A natural warmth and understanding	x	

*Selection will be made according to how closely your application matches the requirements of this specification.*