

## **Volunteers Champion**

### **Trustee for Meade Hill Shul**

#### **Job Description**

##### **Join Meade Hill Shul**

An exciting opportunity has arisen to join our Board as Trustee for Volunteers. This is a brand new position so gives the perfect opportunity for you to make your mark on the charity. Use your experience and skills to help drive and support the charity's strategic direction and on-going success, making a real difference to the future of the charity.

##### **About Meade Hill Shul**

We are a growing modern orthodox Shul (Synagogue) in North Manchester. This is a very exciting time for Meade Hill Shul as the charity is going through an unprecedented period of growth. To support this we are building a professional and dynamic board of trustees. The charity has just started a multi million pound redevelopment project and have aspirations to be a real driving force for the Jewish community in Manchester.

##### **About this Role**

We are seeking to recruit a people person whose focus is on community involvement. Working closely with the Chair and the rest of the board, you will oversee the volunteering strategy and activities, creating a centre for the community.

We are a small charity so this will initially be a hands on role. As the charity grows the aim is to create a team to take over the hands on functions enabling the successful candidate to focus on strategic goals.

The successful candidate will serve initially for up to three years with the potential to be reappointed for up to a further two terms of three years after that. This is an unpaid role however reasonable fees and expenses will be paid.

##### **Principal Responsibilities**

- Develop and implement a volunteer recruitment strategy that will deliver an extensive pool of diverse and engaged volunteers.
- Develop a volunteer induction programme to maximise engagement and contribution of each volunteer.
- You will be accountable for finding and introducing new volunteers to the charity to create a highly positive volunteering experience.
- Promote volunteering, internally and externally in collaboration with the team of volunteers, to ensure that the impact of volunteers is celebrated.
- Create a self sustaining team of volunteers.

##### **Person Specification**

To take up the critical role of Trustee of Volunteers, you will need to be engaged and motivated in the work and mission of Meade Hill Shul. Commitment, engagement and reliability are essential to fulfilling your responsibility as a Trustee.

# Meade Hill Shul

(Established as Beis HaMedrash Hagadol 1904)

88 Meade Hill Road, Manchester, M8 4LP

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[www.meadehillshul.co.uk](http://www.meadehillshul.co.uk)

## Skills & Experience

- You will love working with a wide variety of people and be able to quickly build strong and positive relationships.
- Knowledge of volunteer management best practice is preferred but not essential.
- Able to establish and maintain appropriate systems for the management and accurate recording of volunteer programmes.
- Strong presentation skills to promote the Shul as a destination for volunteering.
- We are happy to consider this as a first position on a board of trustees if you can demonstrate that your skills fit the role. Previous experience of operating within a Board or similar senior environment in a charitable, public sector or commercial organisation is preferred but not essential.
- Capacity to challenge, engage and contribute to the work of the Board in a positive manner.
- Ability to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives.
- Demonstrate a consultative, collegiate, constructive and supportive style.
- Ability to represent the charity internally and externally.
- An understanding of the legal duties, responsibilities and liabilities of trustees.
- Embody the values of Meade Hill Shul, with a commitment to promoting the religious community.

Applicants should apply by submitting a cover letter (of no more than two pages) and a CV to [office@meadehillshul.co.uk](mailto:office@meadehillshul.co.uk) and include "Trustee for Volunteers" in the email title.

For an informal talk with the Chair prior to applying, please send an email to [martin@myshul.co.uk](mailto:martin@myshul.co.uk).

The deadline for applications is Wednesday 16<sup>th</sup> March with interviews to take place by mutual arrangement shortly afterwards.