



## Job Description

### BUSINESS MANAGER

<b>Reports to:</b>	CEO
<b>Internal points of contact:</b>	Board of Trustees, Chairman, Treasurer, Finance Director, Heads of Department and other members of staff
<b>External points of contact:</b>	Governance and Compliance Bodies and Solicitors
<b>Based in:</b>	JNF London Office
<b>Salary:</b>	
<b>Benefits:</b>	20 days holiday plus 8 statutory bank holidays plus Jewish festivals when they fall during normal working days and the office is closed

This is a fantastic opportunity for a self-starter who would like to gain invaluable experience supporting the CEO. You will be required to work closely with the CEO, proactively supporting with a number of responsibilities. You will at times be required to work independently, however collaboration, discretion and being politically savvy are key.

#### MAIN PURPOSES OF THE ROLE

To provide proactive business support to the CEO, including:

- To assist with managing the day-to-day operations, including office management, cross departmental communications, disaster recovery and risk management
- To lead on all legal and compliance issues affecting the JNF Group, both internal and external
- To provide regulatory and governance support to the JNF Group

## **KEY AREAS OF RESPONSIBILITY**

- Oversight of part of the Group's day-to-day operations as requested by CEO, including office management, insurance, internal communications, disaster recovery and risk management. Working with collaboration with the various departments
- Undertaking all HR matters
- Undertaking ad hoc projects across all functions as requested by the CEO and including SmartGiving, KKL E&T and JNF UK Israel
- Working with external advisers, as requested
- Contributing to the strategic direction of the Group
- Undertaking all legal matters, including:
  - Donor and grant documentation, including standard terms and conditions
  - Property related matters (both in the UK and Israel)
  - Copyright and intellectual property matters
- Undertaking all regulatory matters, including:
  - Company House updates and reporting
  - Donor and other complaints and appeals
  - Charity Commission and Fundraising Regulator communications and updates
  - Investigations by the Charity Commission or Fundraising Regulator, if required
- Advising the CEO and senior management on all legislative and regulatory requirements for the Group.

### **Notes:**

1. This Job Description only indicates the main duties and responsibilities of the post and is not intended as an exhaustive list.
2. JNF reserves the right to amend this Job Description from time to time according to business needs.
3. Any changes will be confirmed in writing.

### **Person Specification**

- Excellent communication skills both written and verbal, and excellent interpersonal skills
- Exceptional organisational and time management skills
- Ability to manage multiple workstreams and prioritise an everchanging workload
- Highly motivated self-starter, proactive and conscientious with ability to work under pressure, consistently meeting tight deadlines and able to offer practical solutions
- Strong attention to detail
- Team player who can also work independently
- Experience of working with Directors/Trustees/Lay Leaders
- Qualified lawyer with several years' experience post qualification, who is interested in the charity world (advantage)