



Position Description

Title: Community Manager, Auckland Hebrew Congregation (AHC)
Location: Auckland
Date: October 2018

PURPOSE OF ROLE

This new role has been created with two key areas of responsibility:

- AHC community member liaison with responsibility to make decisions and act on behalf of the Board of Management (BoM).
- Manager of day-to-day AHC centre services and the AHC community team which includes the Greys Avenue Deli, administration and facilities but excludes rabbinical and religious activities.

This role is expected to develop and maintain effective relationships with AHC members, synagogue staff, the BoM and other leaders, and with the broader community.

SCOPE OF POSITION

Reports to: Chair of the AHC BoM or delegated BoM member
Direct reports: 3
Budget: TBC
Delegated Authorities: TBC

KEY RELATIONSHIPS

Internal

- Rabbi and other rabbinical staff
- AHC Board of Management
- AHC members
- AHC administration staff
- Deli staff
- Security/Custodial staff
- AHC Trust Board

External

- Kadimah School Principal
- Kadimah Board of Trustees
- Other NZ Jewish Communities
- Heads of other Communal Organisations
- Members of the public
- Jewish visitors

KEY ACCOUNTABILITIES

- In conjunction with the Chair of the AHC lead the AHC's annual business planning process and implement the plan. Contribute to the BoM three-year strategic plan.
- Overall responsibility for business operations, including administrative functions, suppliers and facilities.
- Liaise between the congregation and the community and attend and supervise special events as required to ensure smooth operation.
- Single point of contact for Kadimah School to ensure good working relationships and a mutually beneficial co-tenancy.
- Work with the Deli Manager ensure that the deli is managed effectively; this will involve support on a daily level as required as well as strategic planning to safeguard the deli income stream.
- Negotiate and manage all employment agreements for AHC employees and liaise with immigration advisors as necessary to obtain work visas where required.
- Develop and implement a marketing plan to promote the AHC and grow membership; manage a welcome programme for local and immigrant new members.
- Work with the Treasurer and external accountants/financial advisors to ensure that accurate, secure, and confidential records and files related to finance, operations, members, and personnel are maintained.
- Work collaboratively with key community organisation such as the Chevra Kadisha and others.
- In conjunction with the communications BoM member manage all AHC communications including the AHC website, Facebook group and community events
- Contribute to the assessment of security improvements.
- Attend meetings of the AHC BoM and sub-committee meetings as appropriate; prepare materials for board meetings as required.

Health and Safety

- Ensure the AHC complies with all duties and obligations under the relevant health and safety legislation and associated regulatory obligations including, appropriate health and safety training for all employees and understanding hazards and risks associated with AHC operations.
- Ensure there are appropriate resources, processes and regular reviews to eliminate, isolate or minimise risks to health and safety of AHC employees, members and anyone involved with the operations of the AHC. Processes should report, review and analyse information about incidents, accidents near misses, hazards and risks and allow for a timely and appropriate response.

KNOWLEDGE AND SKILLS

- Management experience and a record of achievement in a non-profit or business leadership role
- A tertiary business qualification or equivalent
- Able to articulate an inspiring vision for the AHC
- Willing to work with all professional and volunteer leaders throughout the community to build consensus and cooperation
- Persuasively represent the AHC to current and potential members and donors; experience in donor development and fund raising
- Strong interpersonal and collaboration skills; decisive and inclusive in the decision-making process
- Pro-active, sensible and diplomatic
- Allied with the AHC's goals, the Jewish people, the Jewish community and Israel, with a commitment to Modern Orthodox Jewish life and culture