

Bnei Akiva UK Mazkirut Tafkidim 5784

Note: The term 'South' refers to activities in London and Cambridge, whereas the term 'North' refers to activities in Manchester, Birmingham, Leeds and Liverpool. At the time of writing, almost all of Bnei Akiva's activities take place in these locations.

Mazkir/a

- ☒ Responsible for ensuring the implementation of the decisions of the movement as made by the Hanhalla.
- ☒ The public face of the movement and able to represent the movement and its values in the community and beyond.
- ☒ Team leader of the rest of the and must co-ordinate regular meetings with them. The Operations Manager will regularly report to the Mazkir/a on the professional front.
- ☒ Give regular updates World Bnei Akiva and feedback on the Shlichim to facilitate a better understanding between World Bnei Akiva and Bnei Akiva UK.
- ☒ Line manager of the Shlichim and responsible for hiring procedures along with the Hanhalla, as well as their continued care and support.
- ☒ Responsible for ensuring that the Bnei Akiva team is functioning as a unit, which includes chairing regular Mazkirut, Hanhalla and office meetings.
- ☒ Responsible for ensuring that everyone on the Mazkirut is managing with their roles and are managing their acharayut, help to facilitate their individual projects and assisting when requested.
- ☒ In conjunction with the Operations Manager, is responsible for the movement's compliance with all relevant legal issues and for the care and welfare the movement provides its Chanichim at Machanot and throughout the year.
- ☒ Working closely with the DSL to ensure care plans are realistic and appropriate for machane.
- ☒ Must meet regularly with the Chair of Bachad.
- ☒ Responsible for good, positive & productive communication on the Hanhalla.
- ☒ Responsible, in conjunction with Rosh Nivchar/et, for actioning decisions made in Hanhalla meetings.
- ☒ Ensures there is representation of the movement's interests on the Zionist Youth Council, consults with other youth movements.
- ☒ Responsible along with Bachad and relevant office staff, for Bnei Akiva's budget and must oversee individual budgets for projects and events including supporting grant applications and working with Bachad on anything fundraising related.
- ☒ Responsible along with the Rosh Nivchar/eret for ensuring that the Bnei Akiva constitution and Veida motions are always maintained and adhered to.
- ☒ Responsible for administering the Mazkirut Election Process,

- ☒ Responsible for ensuring that General Mazkirut jobs are carried out.
- ☒ Organises the Yom Hazikaron and Yom Ha'atzmaut service in London.
- ☒ Ensuring public relations managed by the Operations Manager, are in line with the ethos and vision of the Hanhalla.
- ☒ Must regularly meet with the Operations Manager to ensure long term strategic vision is implemented across all programmes particularly through creating budgets, ensuring all policies and procedures are being followed and updated.
- ☒ In collaboration with the Hanhalla is responsible for putting on Bogrim events.
- ☒ Assists with the formulation of tzevatim for summer, winter and Israel Machanot.
- ☒ Deputy Designated Safeguarding Lead of the movement.
- ☒ During Machane, must act as safeguarding lead on the ground and regularly update the DSL whilst being in close communication for Roshim. Act as the top of the discipline ladder and support all tzevatim and connect with individual madrichim of all shevatim.
- ☒ Should provide external support to the whole tzevet before and during Israel Machane and must take a particular involvement in the ideological vision for IM.
- ☒ Meet with external organisations and consult with the Hanhalla if they are appropriate to partner with.
- ☒ Must ensure Bnei Akiva's ideology and image comes across effectively and accurately to external organisations.
- ☒ Ensure Bnei Akiva puts proportional resources and investment in catchment areas that have chaverim or the potential for chaverim.
- ☒ Responsible for marketing Hachshara throughout the year to sixth formers, increasing the profile of Hachshara in schools and communities.
- ☒ Responsible for setting the vision and nature of Hachshara, whilst also maintaining positive working relationships with partner institutions in Israel.
- ☒ Responsible for Hachshara recruitment and works closely with World Bnei Akiva and with the partner institutions in Israel.
- ☒ Responsible for Hachshara preparation including ongoing educational programmes for participants whilst in the UK.
- ☒ In conjunction with Israel Fieldworker, responsible for maintaining contact with the current Hachshara participants during the year as well as members of that Shevet not on Hachshara.
- ☒ Working with sixth form Chaverim, with a strategic vision to increase turnover from Israel Machane to Hachshara.
- ☒ Must remain in regular contact with the relevant staff at World Bnei Akiva responsible for Hachshara.
- ☒ Work closely with the Israel Fieldworker to facilitate the above responsibilities where required, especially Shabbat Shevet in Israel.

Technical Director

- Responsible for the organisation prior to and during Machanot, including:
 - Advertising and promoting Machane, especially in schools and sivot
 - Advertising, recruiting and filling the Taftkidim of each Machane (in conjunction with the Hanhalla)
 - Providing appropriate preparation and training for madrichim and senior Tzvatim
 - Communicates with the Operations Manager over procurements such as venues and food
- Being the final decision maker on site regarding technical issues (in consultation with the Mazkir/a and Operations Manager)
- Works alongside the Operations Manager, to brand Machanot.
- Responsible for outgoing communication regarding Machanot.
- Liaises with sganim and Senior Technical Tzevatim over day to day running of Machane.
- Responsible for arranging vendors and technical arrangements of Sviva Shabbat events, including food, disposables, travel, etc.
- Responsible for the environmental footprint of the movement, including use of disposables for Machane/Shabbatot.

Chinuch Director

- Plans and implements Bnei Akiva's educational syllabus at both Sviva and Machane.
- Responsible for ensuring high quality chinuch content is tailored for the needs of today's chaverim by utilising Bnei Akiva's communication and social media outlets.
- Responsible for writing the Choveret for Madrichim at Sviva or other Bnei Akiva events.
- Responsible for all educational programming in schools, ensuring that Bnei Akiva maintains a high profile in the community
- Responsible for editing, producing and distributing Shabbat Lashem to shuls and communities across the UK or an alternative Torah focused publication containing religious zionist content contributions of active chaverim on a regular basis
- Responsible for coordinating additional educational publications and promoting grassroots chinuch projects, such as Torat HaBayit and Yediot
- Responsible for coordinating educational programming with other communal bodies (e.g. SBM) as well as Bnei Akiva specific events (e.g. Hoshana Rabba and Tikun Leil Shavuot)
- Ensures that there is a high level of Chinuch available for all chaverim.

- 📌 Manage Bnei Akiva's Chinuch resources both in hard copy and online and making them available for public usage, by curating an accessible chinuch database
- 📌 Responsible for the implementation of Israel education according to the movement's values
- 📌 Responsible for coordinating Batei Midrash throughout the year and implementing BMP during Summer Machane

Israel and Communities Director

- 📌 Responsible for the running of Svivot and ongoing support for them. This entails, where necessary, the appointment of Roshim and Sganim, offering assistance in choosing madrichim.
- 📌 Should process DBS checks for all employees and volunteers who interact with young people.
- 📌 Responsible for ensuring that all Svivot comply with current Bnei Akiva guidelines.
- 📌 Assists each Sviva where necessary with communication and maintaining a positive relationship with the host community.
- 📌 Should set up a bogrim support system with svivot who would assist tzevatim as needed.
- 📌 The first point of contact for all the Roshim and responsible for maintaining regular contact with them. Roshim in the North will also have the support of the Northern Shlichim.
- 📌 Responsible for liaising with the Northern Shlichim regarding the Northern Svivot
- 📌 Ensures that each Sviva is actively supported by the Hanhalla.
- 📌 Responsible for co-ordinating Shabbatot Irgun, Family Friday Nights and other Sviva Tochniot in the South, alongside technical director and bogrim buddies.
- 📌 Responsible for coordinating regular Hadracha training and programmes for both current and incoming Madrichim, Sganim and Roshim.
- 📌 Responsible for co-ordinating Israel Machane with the Administrator, COO and UJIA.
- 📌 Designing of the Israel Machane programme in conjunction with our partners in Israel.
- 📌 Responsible together with the Mazkir/a to set the ideological vision for Israel Machane.
- 📌 Responsible for the recruitment of the senior Tzevet for Israel Machane.
- 📌 Responsible for the recruitment and training of Madrichim for Israel Machane.
- 📌 Responsible for Israel Machane advertising and recruitment, including information evenings and Chanichim screening events.

General Mazkirut Responsibilities (relevant to each Tafkid)

- 📌 Helping other members of the Mazkirut with their jobs and general office work during work hours/Helping general office staff to meet their deadlines, if necessary.
- 📌 Support the fundraising effort of Bnei Akiva and BACHAD.
- 📌 Ensuring each member of the mazkirut take correct amount of TOIL.
- 📌 Providing activities, events and educational opportunities for all Chaverim.
- 📌 Attending Student Bet Midrash on a weekly basis as well as other Bnei Akiva events
- 📌 Taking Machane in winter and summer.
- 📌 Maintaining a presence within the community such as visiting Svivot, Madrichim's meetings and representing the movement at communal events.
- 📌 Should ensure the Bayit is ordered and tidy, especially before events and set up the bayit for events taking place
- 📌 Ensuring Bnei Akiva has an active social media presence and a clear brand identify through the creation and publication of posters for the variety of programming on offer
- 📌 Responsible for Bnei Akiva's online and communication operations, such as the website, app, social media, Yediot, e-mails to the membership, database etc
- 📌 Should ensure Bnei Akiva has representatives at the UK side of all flights to Israel for Hachshara, Israel Machane and incoming Shlichim. Should also ensure representatives are on the ground in Israel to welcome Hachshara and returning Shlichim.

ACHARUYOT

- 📌 The Mazkirut should distribute Acharuyot within 30 days on starting the role, if an individual is too busy to fulfil their acharayut it is their responsibility to ensure it gets carried out by another individual. These roles should be re-evaluated every two months.
- 📌 The Acharuyot should include the following:
 - Cohesive Social Media strategy: ensuring a consistent brand identity and well-formed posting schedule on all platforms by publicising event schedules and posters.
 - Posters: this should be done with the caveat that they need 3 working days to create the content. If another Mazkirut member needs content urgently they must create it themselves. The content should not be posted without first consulting with the Mazkirut member responsible for graphics to ensure it is on brand.
 - Statements: responsible for writing statements to be issued publicly in conjunction with the rest of the mazkirut

- Coordinate minority working groups e.g. the disability working group.
- Every mazkirut member should be assigned a specific partner organisation and should be responsible for reaching out to and maintaining good connections. There should be a list made of these organisations each year, this list should not be made public but it will be used as an internal tool.
- Responsibility for Elul & Yamim Nora'im programming.
- Responsibility for Sukkot programming.
- Responsibility for Simchat Torah programming.
- Responsibility for Chanukah programming.
- Responsibility for Pesach programming.
- Responsibility for Tisha B'Av programming.
- Responsibility for Shabbat Bogrim programming.
- The responsibility of applying and writing grants first lies with the Mazkir but can be redistributed via Achrayut at the start of the year. It is strongly encouraged if another member has done a degree or qualification in this that it gets passed over.
- Responsible for any post-Hachshara events such as reunions.
- Responsible for ensuring Israel Machane Reunions occur.
- Responsible for ensuring social action is infused within the Tnua's programming, through the creation and marketing of campaigns, workshops and educational material.
- Establishing connections with other organisations or charitable causes within the Jewish and wider community including those specified in the constitution.

Salary: On Request

