

Bnei Akiva UK Mazkirut Tafkidim 5785

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

Mazkir/a

- 📌 The public face of the movement and able to represent the movement and its values in the community and beyond.
- 📌 Sits on the Board of Directors for Bnei Akiva UK and is in regular contact with Bachad Trustees and the Directors.
- 📌 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 good, positive & productive communication on the Hanhalla.
- 📌 Responsible for administering the Mazkirut Election Process.
- 📌 Responsible for ensuring that the Bnei Akiva team is functioning as a unit, which includes chairing regular Mazkirut, Hanhalla meetings and office meetings together with the COO
- 📌 Responsible for ensuring the implementation of the decisions of the movement as made by the Hanhalla.
- 📌 Responsible, in conjunction with Rosh Nivchar/eret, for actioning decisions made in Hanhalla meetings.
- 📌 Team leader of the rest of the Mazkirut and works closely with the COO on supporting and ensuring that all Mazkirut roles are being fulfilled. Works closely with the other members of the Mazkirut.
- 📌 Line manager of the Shlichim and responsible for hiring procedures along with the Hanhalla, as well as their continued care and support.
- 📌 Along side the COO manage public relations and ensure they are in line with the ethos and vision of the Hanhalla.
- 📌 Responsible together with the DSL for the safeguarding and welfare of all participants and volunteers in Bnei Akiva, the Mazkir/a will be the deputy DSL.
- 📌 In conjunction with the COO, is responsible for the movement's compliance with all relevant policies and legislation.
- 📌 Must regularly meet with the COO 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.
- 📌 Meet with external organisations and consult with the Hanhalla if they are appropriate to partner with.
- 📌 Responsible for the relationship between Bnei Akiva UK and World Bnei Akiva

Bnei Akiva UK | Mazkira Abi Laderman | **Chinuch Director** Sophie Harris
Technical Director Ari Naar

Rabbinical Shlichim R. Avichai & Aviya Goodman | **Northern Shlichim** Lani & Elad Eshel

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- ☒ 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 for organising the Yom Hazikaron and Yom Ha'atzmaut service in London together with Bachad.
- ☒ Together with the Hanhalla is responsible for all Bogrim programming.
- ☒ Responsible for Hachshara programming, marketing and recruitment together with our partners in Israel.
- ☒ In conjunction with Israel Fieldworker, responsible for maintaining contact with the Shevet on gap year programmes including programming during their time in Israel.

Technical Director

- ☒ Responsible for organisation prior to and during Machanot, including:
 - Advertising and promoting Machane, especially in schools and svivot
 - Advertising, recruiting and filling the Tafkidim of each Machane (in conjunction with the Hanhalla)
 - Providing appropriate preparation and training for madrichim and senior Tzvatim
 - Communicates with the COO over procurement such as venues and food
- ☒ Being the final decision maker on site regarding technical issues (in consultation with the Mazkir/a and COO)
- ☒ Works alongside the COO, to brand Machanot.
- ☒ Responsible for outgoing communication regarding Machanot.
- ☒ Liaises with Senior Tzevatim over day to day running of Machane.
- ☒ Responsible for arranging vendors and technical arrangements of any Shabbat events, including food, disposables, travel, etc.
- ☒ Responsible for the environmental footprint of the movement, including use of disposables for Machane/Shabbatot.
- ☒ Should process DBS checks for all employees and volunteers who interact with young people.

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 and offering assistance in choosing madrichim.
- 📌 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 can 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 the technical director and bogrim support.
- 📌 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, COO, office staff and UJIA.
- 📌 Designing of the Israel Machane programme in conjunction with our partners in Israel.

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- ☒ 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 Tafkaid)

- ☒ Helping other members of the Mazkirut with their roles 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.
- ☒ Providing activities, events and educational opportunities for all Chaverim.
- ☒ Attending Student Bet Midrash on a weekly basis as well as other Bnei Akiva events
- ☒ All Mazkirut members MUST take Machane in the 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 identity 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.
- ☒ Cohesive Social Media strategy: ensuring a consistent brand identity and well-formed posting schedule on all platforms by publicising event schedules and posters.
- ☒ Coordinate minority working groups e.g. the disability working group.
- ☒ Responsibly for specific programming around religious festivals and important dates in the Bnei Akiva calendar

Salary: On Request

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