



WELFARE MANAGER/ADMINISTRATOR – BNEI AKIVA UK

JOB DESCRIPTION

Bnei Akiva UK is a leading UK Jewish Youth Movement with an extensive history of youth empowerment, and an established place in the Anglo-Jewish community. We are seeking a Welfare Manager/Administrator, the successful applicant will manage the welfare and safeguarding of our members.

Roles and Responsibilities

- Leading on the review of applications for all our programming and all medical and welfare information.
- Serving as the Designated Safeguarding Lead of the organisation.
- Creating individual care plans that address the needs of participants on our programmes.
- Leading on the response to welfare and safeguarding incidents or concerns
- Following safeguarding policies and procedures.
- Reporting and recording all welfare and safeguarding information according to our policies and procedures.
- Ensuring all our staff and volunteers have the relevant training.
- Supporting the staff and volunteers with all concerns raised with regards to welfare and safeguarding.
- Working collaboratively with the Mazkir/a, COO and Trustees responsible for welfare and safeguarding.

Expectations

- To adhere to strict confidentiality policies and procedures.
- To work within the context of Bnei Akiva UK ethos, policies and procedures, particularly with regards to GDPR, confidentiality and Safeguarding.
- Excellent and empathetic communication and an ability to navigate sensitive circumstances.
- To work under significant pressure and time constraints.
- To undertake relevant safeguarding training.
- To obtain a DBS check.
- Good IT skills including the use of Microsoft Office 365 and Salesforce.

Desirable Background

- Background in social work, or another welfare and safeguarding role.
- Knowledge of Safeguarding legislation.

Location and Office Hours

The primary place of work will be the Bnei Akiva UK Head Office in London. There will be some flexibility to work for home during certain times of the year.

This role is highly seasonal, centred around two peak times of year being November and December as well as July and August (namely winter and summer programmes) and you will be expected to be on call 24/6 as lead of the welfare team during these times. During the rest of the year your workload will decrease to between 1 and 4 days a week, time of year depending.

Regular office hours are 9.00am – 5.30pm Monday to Thursday and 9.00am - 2pm on Fridays.

Salary

The salary for this role will be £27,000 negotiable.

Applications

To apply please email your CV, a cover letter and an application form to operations@bauk.org. Application forms can be found at www.bauk.org/vacancies