

# Providing worldwide life-changing action



## Candidate Brief Pack

Interim Head of Events



We're an  
Age-friendly  
Employer

## Who we are

World Jewish Relief provides life-saving and life-changing action to people in crisis around the world. Founded in 1933 and proud to have rescued over 65,000 Jews fleeing the Nazis, World Jewish Relief today supports vulnerable people from marginalised communities, suffering the consequences of conflict and disaster. We work with our trusted local partners to help people survive the consequences of conflict and disaster, to thrive and rebuild their lives. We deliver programmes using our expertise, with urgency to achieve maximum and sustainable impact for those within and beyond our community.

Last year we assisted over 179,000 people in 19 countries worldwide with life changing interventions. All of our programmes are delivered in partnership with local organisations rooted in their own communities.

Our philosophy builds on this heritage and our values insist we support those both within and beyond the Jewish community in many of the world's harshest environments recognising the dignity and potential of all people.



**“World Jewish Relief provides life-saving and life-changing action to people in crisis around the world.”**

Paul Anticoni, Chief Executive



# Why World Jewish Relief

Dear Candidate,

World Jewish Relief is the Jewish community's international development and humanitarian agency. We tackle Jewish poverty and reach beyond our community. We create opportunities for those out of work to become self-reliant; we bring dignity to the elderly and we respond to international disasters.

Last year we assisted over 179,000 people in 19 countries worldwide. All of our programmes are delivered in partnership with local organisations rooted in their own communities. Our Jewish values compel us to support those both within and beyond the Jewish community in many of the world's harshest environments, recognising the dignity and potential of all people.

We pride ourselves on having a talented, welcoming and high performing team that recognises the critical role that each and everyone plays in achieving our goals. If the role of **Interim Head of Events** appeals to you then we will look forward to receiving your application.

Kind regards,

A handwritten signature in black ink, appearing to read 'Paul', with a horizontal line underneath it.

Paul Anticoni  
Chief Executive

# About the department

With an annual income target of circa £12M, the fundraising team is a fast paced, busy department made up of 11 individuals working across a wide range of portfolios, including: trusts and foundations, institutional funding, major donor fundraising, individual giving and legacies, online matched funding campaigns, events, donor acquisition and engagement.

As we continue to respond to the protracted war in Ukraine, provide critical trauma support in Israel, deliver urgent humanitarian assistance responding to global disasters and seek to help refugees into employment, it is critical our fundraising team continues to strengthen our supporter base, grow our audience, and increase income generation to fund the growing needs of our programme portfolio.

## The Role

The post holder will assume responsibility for a range of existing high profile well-established World Jewish Relief events. They will ensure that each event runs successfully, is organised to the highest standards and delivered with immaculate care and precision. This role works closely with members of the Fundraising, Marketing and Communications, Programmes and Finance teams, as well as with the CEO, Chair, volunteer committee members and the Board of Trustees. Leading on the organisation's Annual Dinner, an event for over 600 of World Jewish Relief's most significant donors, raising over £1.6M, is a key responsibility. This event is critical to World Jewish Relief's donor engagement, retention and income.



# Specific responsibilities

- Take overall management of the World Jewish Relief events portfolio, delivering the annual calendar of events.
- Line manage the Events & Campaigns Administrator and Events Coordinator, providing guidance and support as needed.
- Manage World Jewish Relief's events on site, overseeing the staff/working team ensuring that the event runs smoothly, managing contractors and suppliers and onsite queries.
- Manage and report on the events portfolio budget.
- Lead on the planning and delivery of the Annual Dinner. This includes liaising with venue and suppliers (e.g. catering, AV and production), managing security, working alongside the in-house marketing team on design and print, working in conjunction with the Director of Marketing and Communications on event content, film, speeches and scripting, and working closely with the Director of Philanthropy, CEO, Chair of Trustees, Dinner Chair and Committee on all Dinner activity.
- Work with the Marketing and Communications team to develop appropriate content and collateral for all events.
- Guide and support the Events Coordinator in liaising with Committees (e.g. Young World Jewish Relief, Connections Committee), managing relevant events and undertaking post-event follow up and analysis.
- Work with the Executive Director of World Jewish Relief USA to jointly manage and deliver all of World Jewish Relief USA's events, liaising with the Director of Philanthropy, and supported by the Events Co-ordinator and Events and Campaigns Administrator and Analyst.
- Manage third party events, working with the organisers, venue, speakers and suppliers, as well as alongside the Marketing and Communications team on print, marketing and content.
- Oversee World Jewish Relief's involvement in the London Marathon, supporting the Events Coordinator in managing the onboarding process and correspondence and support to our runners.
- Any other reasonable duties.

# The Person

You will be able to demonstrate the following:

## Education and Qualifications

### Essential

- A-levels or equivalent.

## Knowledge and Experience

### Essential

- Significant experience and a proven track record of event planning, coordination and delivery to an exceptionally high standard, within the non-profit sector.
- Experience of managing a small team.
- Experience of managing budgets.
- Experience working alongside organisational Chairs, Trustees and/or Event Committees.

## Skills and Abilities

### Essential

- Exceptional organisational skills and attention to detail.
- Strong written and verbal communication skills, able to communicate to a wide range of stakeholders.
- Ability to multitask, managing numerous priorities at the same time, to tight deadlines.
- The ability to use your own initiative and to work under pressure.
- Excellent interpersonal skills and the ability to develop and maintain good working relationships with colleagues at all levels and with senior volunteers.

## Other

### Essential

- A commitment and empathy to the work and values of World Jewish Relief.
- Ability to work additional hours according to event demands.

# Employee Benefits

- 23 days holiday plus bank holidays and Jewish holidays. After 2 years' service holiday entitlement increases to 25 days.
- Pension scheme - we contribute 5% to the World Jewish Relief pension scheme.
- Life Insurance - up to 3 times salary to nominated beneficiaries.
- Health Cash Plan - cash back to cover the costs of dental treatment, optical care, specialist consultations and a range of complementary therapies.
- Enhanced maternity & paternity pay.
- Employee Assistance Programme - free, confidential advice or support with any personal or work related concerns or free counselling if needed.
- Season ticket / travel to work loan.
- Cycle to Work Scheme.
- On Friday the office closes at 3pm.
- We encourage flexible working and offer a range of flexible working options.

## Terms and Conditions

**Salary** circa £50,000.

**Contract** Fixed term maternity cover contract

**Hours** Normal hours of work are 9:00 am to 5.30 p.m. Monday to Thursday and 9.00 am to 3.00 p.m. on Friday.

**Location** Hybrid working between our offices in NW2 and working from home.

## Safeguarding

World Jewish Relief is participating in the Inter-Agency Scheme for the Disclosure of Safeguarding-Related Misconduct in Recruitment Process within the Humanitarian and Development Sector. We will therefore seek information about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed when we obtain references from successful applicants.

## Equality, Diversity and Inclusion

World Jewish Relief promotes equality, diversity and inclusion in our workplace. We invite and welcome applicants from diverse backgrounds. We encourage applications from candidates of different ethnicities, socio-economic backgrounds, race, gender, age, disability, sexual orientation and of faith or none that meet the criteria set out for this role. You don't need to be Jewish to work for us, but you must be committed to our faith-based values of Justice, Kindness, Repairing the World and Welcoming the Stranger. We are inspired by these values to work beyond our community, recognising the dignity and potential of all people.

# How to Apply

As part of your application, we ask you to demonstrate your suitability for the role by answering the following questions in your cover letter:

*Why does this role appeal to you and how do you meet the criteria in the person specification?*

**Closing date: 19 April 2026**

**Interviews will be held on Monday 27th April**

