



Yesod Professional Development Manager Job Description

Yesod is hiring a part-time Professional Development Manager to lead on the assessment and guiding next steps of individuals' professional development needs. Candidates will have extensive planning and implementation experience of professional development, including 'training the trainers', ideally with experience in this area of Human Resources management, (training in this field will be provided if needed). A coaching qualification and some understanding of a European Jewish community and/or organisational context are desirable.

Location: Based in Europe or Israel. If London-based, joining the Yesod Director and Administrator in North-West London; otherwise co-working space can be arranged for remote working.

Hours: Part-time, 20 hours per week, permanent role

Salary range: Appropriate to location and experience

Reports to: Yesod Director

Job Summary

Following a successful pilot implementation of this role, Yesod is delighted to be hiring a permanent Professional Development Manager as part of our small staff team. You will provide deeper and more strategic follow-up with Yesod Alumni, and will expand the creation of individual professional development plans for Jewish community professionals and educators in Europe. A key part of this role will be management of the Yesod Professional Development Fund, implementation of a formal mentoring programme, as well as other opportunities as they are introduced.

Key areas of responsibility:

- Manage the Yesod Professional Development Fund, including:
 - Pre-queries and exploratory conversations
 - Make recommendations for allocations
 - Work with allocated individuals to ensure a deep needs assessment
 - Identify appropriate service providers in different locations across Europe and in relevant languages
- Follow-up with Yesod alumni to focus their professional development plan:
 - Within 1 month of participating in a seminar or initiative; and subsequently
 - Every 6 months
- Assess individuals' needs and create personalised professional development plans. Direct individuals to Yesod or partner initiatives as appropriate e.g. professional development fund, seminars
- Implement a formal mentoring programme
- Highlight appropriate alumni/contacts for recruitment to Yesod programming as relevant
- Collaborate with the Director and with the Director of Educational Programming on potential areas development focus and growth
- Additional responsibilities as needed

Qualifications:

- A passion for the organisation's mission and commitment to our goals
- Proven experience in Learning and Development planning and implementation
- Coaching qualification – desirable
- Some understanding of contemporary European Jewish life - desirable
- Excellent verbal and written communication skills in English. Other languages are a plus.
- 8-10 years or more of professional work experience
- Academic degree

Terms

- We are a small collaborative team, comprising a Director and Administrator (both full-time), based in London, and Director of Educational Programming. This role will report to the Yesod Director and work closely with the Yesod staff team.
- The role will be part-time, 20 hours per week, and is a permanent position. There may be scope to expand hours after review.
- Flexible European or Israel location requiring remote working if non-London-based and some travel periodically to Yesod programming and team meetings.

To Apply

Please submit your CV and covering letter reflecting your interest and suitability for the role, plus current or most recent salary and notice period by email to info@yesodeurope.eu. The closing date for applications is **20 January 2019**. Interviews will be held in early February. Data will be stored and shared in accordance with the Yesod [privacy policy](#). For an informal discussion about the role, contact Yesod Director, Dani Serlin, on D.Serlin@yesodeurope.eu.

About Yesod

[Yesod](#) is dedicated to strengthening the future of Jewish Europe by investing in key individual Jewish community professionals and educators to create sustainable and meaningful European Jewish community life. We believe that individuals who are skilled, connected, valued and grounded in Jewish purpose as professionals and educators will have the greatest potential for impact. Through our founding partners' collective experience and conversations in the field, Yesod identified a need to increase the scope of opportunities for professional development and Jewish fluency – knowledge, understanding, questioning, and application of Jewish concepts and text – for these individuals.

Yesod provides a range of seminars, funds and resources together with access to external opportunities, so that funding, training in languages beyond English, geographic location of events, and time availability are not barriers to progression. This framework of initiatives allows us to be responsive and flexible in meeting the professional development and Jewish fluency needs of European Jewish community professionals at different stages of their careers and in all different types of roles.

Yesod was created by three organisations – the [American Jewish Joint Distribution Committee](#) (JDC), [the Rothschild Foundation \(Hanadiv\) Europe](#) (RFHE) and the [Charles and Lynn Schusterman Family Foundation](#) (CLSFF) – committed to supporting and strengthening European Jewish communities. Together we share the vision of a vibrant, meaningful, Jewish life comprised of strong communities driven by inspired and engaged individuals.