



Sabeel-Kairos UK

Events and campaigns officer (part time).

18 hours a week at £27,000 - £30,000 FTE (37.5 hours a week), actual salary £12,960 – £14,400 per annum (depending on experience).

Flexible working pattern (to be agreed with the Director).

1-year contract with high possibility of extension for up to 3 years.

Home-based, with UK and potential international travel expected, and some evening and weekend work.

Holidays: 25 days + statutory holidays (8 days) pro rata.

NEST pension scheme.

Sabeel-Kairos UK is a registered charity (1116817) and a company limited by guarantee.

We have as our charitable objectives:

- (1) To support the Sabeel Theology Centre in Jerusalem in its work for the promotion of religion for the benefit of the community.
- (2) To support and encourage the Christian community in the Holy Land (Israel and the Palestinian areas of Gaza, the West Bank and East Jerusalem) in their life and witness.
- (3) To raise awareness in the United Kingdom concerning Christians in the Holy Land and to promote links with them.

Main purpose of the role:

- To organise a programme of online and in-person events for the organisation, including our presence at Greenbelt, our annual Conference and other events applicable to the role.
- Within these events to support and amplify the campaigns we run, and those of our partners.



- To manage our participation in Sabeel Jerusalem's new Influencer project, helping to organise visits to East Jerusalem for 50 UK influencers over the next 3 years and helping to implement advocacy events and activities on their return to the UK.
- To take a specific role in expanding our under 35s network and establishing contacts within the churches in this age group.

Principal Duties & Responsibilities

Events:

- Work with the trustees and UK partner organisations to organise our presence at Greenbelt 2024. This will involve leading the team, recruiting volunteers, managing resources, and being present at Greenbelt as our representative.
- Organise our annual conference, securing venue(s), creating a theme and content (working with the Director), arranging speakers, assisting with practical details including visas and travel, and creating publicity materials.
- Helping and assisting with other events as required, such as online series, national Church conferences, partner events, parliamentary events etc.

Advocacy and campaigning:

- Support the campaign initiatives prioritised by the organisation and use the events as an opportunity to highlight these, recruit campaigners and further the success of the campaigns where possible.
- Proactively suggest campaigning opportunities that further our reach into the UK Churches and present specific opportunities to engage the under 35s.
- Build appropriate networks, coalitions and partnerships that further our campaign work or lead us into new opportunities, particularly with the under 35s.

Project Lead for the Sabeel Influencer Project (expected time 5 hours/week):

- Lead the UK's contribution to the Influencer project, working closely with the project team in Jerusalem, USA and Canada and helping to deliver the objectives over the first year (and potentially beyond).



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- Be the central contact point for the project team, sitting on the international reference board and working with the project team to recruit, support and assist in advocacy initiatives for the participants going from the UK.

Expanding our under 35s network:

- Within the other areas of work (events, advocacy and the influencer project) proactively seek to expand our under 35s network, focusing specifically on this age group where possible.
- Create opportunities for the under 35s already involved in our work to continue to be so, retaining their support and building on their involvement.
- Use the organisations social media channels to support these goals where appropriate.

This job description outlines the key priorities of the role. These will be set on appointment with the organisation's Director and subject to change depending on circumstances. Any changes will be made in consultation with the postholder and Sabeel-Kairos.

This post will be managed by the Director.

For an informal chat about the role, please contact director@sabeel-kairos.org.uk



Person Specification:

Expected	Desirable
Experience of organizing events and meetings, including managing volunteers, both online (using zoom) and in-person.	Experience of running large scale events with international speakers and coordinating multiple events across a short time-frame.
Understanding and knowledge of Israel/Palestine, especially campaign and advocacy initiatives.	Relevant academic qualifications, work or volunteer experience in Israel/Palestine.
Experience of working/ being part of the UK Churches. Understanding of UK Church structures.	Experience of mobilizing the under 35s to campaign on a justice issue.
Experience of working with the under 35s age category, preferably as a leader in some context (voluntary experience welcomed).	Experience of producing graphics for social media (for example Canva).
A highly organized self-starter, able to effectively manage multiple projects, keep accurate records and follow up efficiently.	Experience of producing resources (print and online)
Experience of using social media including facebook, twitter, Instagram and YouTube to influence and as campaign tools.	Experience of working cross-culturally and/or with different ethnic, social and religious groups.
Excellent verbal, written and communication skills. A proficient networker.	
Confident public speaker. Experience of presenting to groups of people both online and in-person.	



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Competent user MS applications including Teams, Word, Excel, Powerpoint, Outlook etc.	
In sympathy with the values, aims and objectives of the organization and its partners.	

To Apply:

Please send your CV and a covering letter (no more than 2 pages) to info@sabeel-kairos.org.uk outlining how you meet the person specification.

Deadline for applications is Midnight, **Friday 12th April**.

Interviews will be scheduled for the week commencing **22nd April**.