THE COUNCIL OF CHRISTIANS & JEWS

RECRUITMENT PACK

WHO WE ARE

The Council of Christians and Jews (CCJ) is the leading nationwide forum for Christian-Jewish engagement.

Our aim is for Jews and Christians to meet, to understand each other better and to create meaningful engagement between the communities. We are a nationwide network of local branches around the UK, complemented by a professional team that runs national programmes in education, dialogue and social action - for Rabbis and clergy, community leaders, students, policy makers, CCJ members and those of all faiths and none.

For over 80 years the message of CCJ continues to be as relevant today as ever. We call on people of faith to use our diversity to challenge prejudice and persecution together so that we can build strong communities that live in dignity, understanding and fellowship.

Our charitable objectives are as follows:
a) To educate Christians and Jews to appreciate each others distinctive beliefs and practices and their common ground, by the promotion of dialogue and greater understanding between them.
b) To promote understanding of and respect for each faith among religious leaders and educators in both Christian and Jewish communities.
c) To advance the education of the public in the ethical and social teachings common to Christianity and Judaism.
d) To promote the elimination of religious discrimination and antisemitism.

WHAT WE DO

Israel Palestine Dialogue
Educational Events and Gatherings
Holocaust Education
CCJ
Annual Magazine
Regional Branches
Rabbi Clergy Network and Annual Conference

WHY WORK FOR CCJ

We care passionately about our staff. We can only achieve our goals by understanding and supporting the very people who are our organisation. This means we invest in you by having:

- A focus on your holistic wellbeing.
- A focus on your professional development.
- A focus on your personal development. The scope of CCJ's work means you have opportunities to stretch yourself and explore a multitude of areas which may be of interest. Your managers will always seek out professional opportunities to enrich and develop you in alignment with your personal development touchpoints throughout the year.

BENEFITS

- Holiday 28 days pro-rata, plus 8 bank holidays. Flexible approach around religious festivals.
- 4% Pension contribution.
- Flexible working conditions (where possible) and family friendly policies.
- Enhanced parental leave policy.
- Professional development opportunities.

FAQS

Do you need to be Jewish or Christian to work for CCJ?

This is one of our most commonly asked questions. The answer is no, but for certain roles this is likely to be helpful.
Whether you identify as Jewish or Christian or do not have any religious beliefs, our workplace is inclusive of all and provides opportunity for all. We only ask that staff align their work practices with our ethos.

I'm not sure I have all of the qualifications or experience. Should I still apply?

In general, we say the advertised job description and person specification is what we see as the "perfect candidate" for the role. In the real world the "perfect candidate" may not apply! You may have a convincing case for possessing other skills and experiences (including unpaid work) which might also be beneficial. We take a holistic approach and also look for talent, passion, demonstrable commitment and alignment to our ethos.

Do you sponsor staff from outside the UK?

Unfortunately not. CCJ is not in a position to sponsor anyone who does not have the right to work in the UK. It is up to applicants to ensure they have this status and can present the correct documentation as proof.

DIVERSITY & INCLUSION

As an organisation, we are committed to taking steps towards an inclusive workforce, which reflect the communities we work in and ensure equal opportunities to progress. We are doing this by advertising roles to all staff and the local community, as well as online; anonymising application forms at shortlisting stage; training staff in unconscious bias. We recognise there are areas of improvement and are accountable for this, so encourage applicants from underrepresented groups to apply for our roles.

Our EDI policy is visible on our website, click here for more information: **https://ccj.org.uk/EDIpolicy**

GDPR CANDIDATE PRIVACY NOTICE

CCJ has a robust GDPR policy which you can view on our website here: **https://ccj.org.uk/privacy**

If you would like to discuss our GDPR policy specifically in reference to how we hold the data of candidates please email **cjrelations@ccj.org.uk**.

If you have any questions regarding CCJ policies or processes please feel free to be in touch.

WHAT IS THE RECRUITMENT PROCESS?

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1. Please send a completed CV and Cover Letter to cjrelations@ccj.org.uk by the closing date.
2. Once you have applied your application will be acknowledged via email.
3. Closer to the interview date, you will be contacted to advise on the outcome of the shortlisting process by email. We understand there is a commitment of time and emotional investment in applying for roles, and we thank you for that. Unfortunately, we do not have the resources to provide feedback on unsuccessful applications at shortlisting stage.
4. If shortlisted for interview, you will be called/emailed by a member of the CCJ team. We will email you with the details of the interview.
5. Interviews may consist of a section of the one or more of the following examples: a panel interview, Zoom/Teams interview, a written/computer task (depending on the role), a presentation. Sometimes interviews consist of two rounds.
6. After the interview, one of the panel members will call you with the outcome of the interview. Feedback will be provided either on that call or in a subsequent email.
7. The successful candidate will be verbally offered the role, and this will be followed up with a formal conditional offer letter.
8. Once the candidate accepts the conditional offer in writing, we will begin the DBS application (if needed) and reference checking. Please note, references will only be taken once the successful candidate has given the authority to do so (i.e. not before an offer has been accepted). One reference should be your current or most recent employer.
9. The successful candidate will then move onto our onboarding process, in preparation for their start date with CCJ.