



**JEWISH JOINT BURIAL SOCIETY  
(JJBS)**

Application Pack

Chief Executive Officer (CEO)

## Organisation Background

Jewish Joint Burial Society (JJBS) provides funeral and cremation services for both Jewish individuals and their non-Jewish partners.

JJBS was founded in 1968 as a company limited by guarantee and is registered as a charity. It is governed by an elected Board of Trustees. JJBS currently comprises of over 18,000 members from over 46 synagogues: consisting of reform, masorti, liberal and independent communities in England.

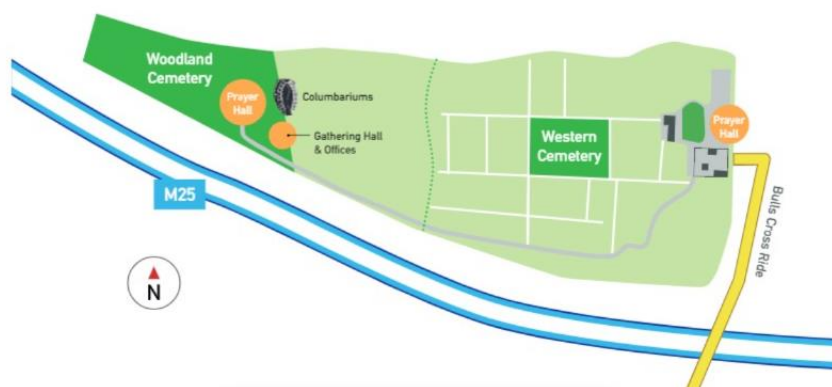
Income for JJBS is principally generated from the following sources:

- annual membership fees paid by Synagogues on behalf of their members.
- burial and cremation fees from non-members.
- investment income from accumulated reserves held for future burial.

The Charity's operations are based at its cemetery in Cheshunt. Operations also extend to assisting burials in other areas beyond Cheshunt, for example arranging burials at local cemeteries outside of London.

In Cheshunt, JJBS carries out burials in its own Woodland Cemetery. It also has burial rights in the adjacent cemetery managed by the Western Charitable Foundation, and JJBS contributes to its upkeep.

The Woodland Cemetery is located in Cheshunt, Hertfordshire. This cemetery has been created to be an environmentally friendly way of burying, surrounded by a setting of trees and plants, marked with a small ground level plaque.



## **Job Description – Chief Executive Officer (CEO)**

The CEO is a new role which the Trustees have considered necessary given the growth of the operations and the possibilities of several further changes that may be taking place in the near future.

### **Key responsibilities**

The CEO is responsible to the Board of Trustees to ensure the smooth, effective, and efficient operation of JJBS, the cemetery in Cheshunt, and for implementing the Board's policies and decisions.

Main reports into the CEO will be the Senior Sexton, the Head of Cemeteries and Catering, the Head of Finance and Administration and the Head Gardener, but with significant additional overseeing input from the relevant Trustees.

The CEO will report to the Chair, and to the Chairs of the principle sub-committees.

### **Key functions**

- Overall oversight of and responsibility for the Charity, its operations and its performance;
- Line management of senior staff as detailed above, and recruitment of new staff as required;
- Appointing, reviewing and overseeing work performed by external professionals, suppliers and contractors;
- Working with the Head of Finance and Treasurer (Trustee) to prepare annual budgets and reviewing monthly reports of financial performance jointly with them;
- Ensuring compliance with all legal requirements concerning cemeteries and organisations e.g. employment and health & safety;
- Overseeing with support from the team, all property matters arising at the main cemetery;
- Ensuring that the Charity's databases are accurate and up-to-date;
- Overseeing risk management including health & safety, the security of the cemetery and internal control procedures;
- Maximising the income from ancillary services;
- Involvement in strategic planning, in conjunction with JJBS Board and sub-committees;
- Together with the Chair, assessing and leading step changes in the Charity's operations as new opportunities within the community arise.

## Person specification

Qualifications and knowledge:

<i>Essential requirements</i>	<i>Desirable requirements</i>
<p>Strong demonstrable understanding of current employment laws and regulations.</p> <p>Fundamental understanding of financial matters, including budgets and management accounts.</p>	<p>Educated to a degree standard or equivalent.</p> <p>Knowledge of cemetery operations and the specific customs and practices relating to a Jewish funeral.</p>

Experience:

<i>Essential requirements</i>	<i>Desirable requirements</i>
<p>One or more previous senior management roles - managing people, property, and operations.</p> <p>Track record of inspiring and leading others creating trust and confidence to minimise instability.</p> <p>Directing and motivating employees.</p> <p>Track record of applying commercial acumen to the delivery of services.</p> <p>Influencing, convincing, and negotiating with others in a way that achieves acceptance and agreement.</p>	<p>Working in the Jewish community and/or not-for-profit sector.</p> <p>Involvement in key property roles and responsibilities.</p> <p>Track record of senior involvement in driving organisational change.</p> <p>Overseeing the routine use and maintenance of IT systems and databases.</p> <p>Engaging contractors and specialists to undertake specific activities.</p>

Skills and ability:

<i>Essential requirements</i>	<i>Desirable requirements</i>
<p>Willingness to be “hands on” as and when required.</p> <p>Strong interpersonal skills across a wide range of people e.g. from professionals to gravediggers, from members to employees, volunteers and to mourners.</p> <p>Ability to communicate sensitively with mourners, including in relation to complaints at times of stress and emotion.</p> <p>Proven ability to produce written and present oral communications that are fluent,</p>	<p>Training, developing and coaching employees.</p> <p>Conflict resolution.</p> <p>Seeking new ways of working more effectively and/or efficiently and bringing those practices into operation with support from the Trustees.</p>

<p>coherent, concise, and tailored to intended recipients.</p> <p>Ability to build and maintain relationships and networks of contacts within the organisation, with the member Synagogues and with the wider Jewish and secular communities.</p> <p>Strategic and innovative thinker.</p> <p>Ability to make objective decisions and judgements, and to problem solve.</p> <p>Being comfortable addressing routine matters, and issues, relating to HR, IT, finance, and risk.</p>	
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Personal qualities:

<i>Essential requirements</i>	<i>Desirable requirements</i>
<p>Professional manner and attitude.</p> <p>Personal presence and gravitas.</p>	<p>Awareness of own development needs evidenced by continuous professional development and established professional networking.</p>

### Salary and benefits

To be agreed

## **Interview Structure**

The interview structure will be a panel interview and will consist of questions around the candidate's knowledge, experience and skills – this will be conducted by the Board of Trustees.