

## **FULL JOB DESCRIPTION:**

### **Regional Director – Manchester Office**

**Location:** Office based role, Prestwich, Manchester

**Hours:** Part-time, 20 hours per week

**Reports to:** Chief Executive (London) / Board of Trustees

**Salary:** £18,000 - £20,000 commensurate with experience

### **The Role**

We're on the lookout for a dynamic and approachable leader to become our Regional Director in Manchester. This is more than just a job it's a chance to make a real impact. Starting part-time with plenty of scope to grow, you'll be at the heart of shaping our local presence and driving our mission forward. You'll be the face of our organisation within the Jewish community, championing our work, empowering volunteer caseworkers, and ensuring clients get the vital support they need. From building strong partnerships to overseeing the daily buzz of our brand-new Prestwich office, you'll play a pivotal role in our success. As part of the national Paperweight team, you'll have access to relevant training, ongoing support and a network of passionate colleagues who share your commitment to making a difference.

### **Key Responsibilities**

#### **Leadership & Community Engagement**

- Working with us, prepare and implement a marketing strategy to raise awareness of Paperweight in the Manchester area.
- Represent Paperweight in Manchester, helping to build a trusted local presence.
- Maintain and develop existing relationships with the Jewish Representative Council in Manchester, local shuls, organisations, and other community partners.
- Liaise with local government, housing and social care officials in the area.
- Deliver talks and presentations in shuls and other local community centres to raise awareness of Paperweight's work and encourage referrals and additional local Caseworkers.
- Utilise the office for events, including clinics in family issues, debt and financial matters, employment etc.
- Assist central Paperweight fund-raising strategies to develop connections with local donors and supporters, including local trusts, foundations and businesses and help with regional fundraising efforts

Chief Executive: Bayla Perrin

Patrons: Chief Rabbi Sir Ephraim Mirvis KBE, Lady Elaine Sacks

Trustees: Benjamin Conway (Chair), Alan Perrin, Jonathan Marriott, Dovid Posen, Dov Black, Talia Greenbaum

The Paperweight Trust Registered Charity 1146302 Registered Company 07705745

Registered Office: 119-121 Brent Street, Hendon NW4 2DX

The Paperweight Trust is authorised and regulated by the Financial Conduct Authority - FRN 973164

London Manchester Gateshead Leeds Bournemouth Brighton Birmingham

## **Volunteer Support**

- Oversee and supervise our team of trained volunteer caseworkers, ensuring they feel supported in their roles.
- Recruit new caseworkers within the community as necessary.
- Organise regular team meetings, training, and opportunities for peer support.

## **Client Services & Office Coordination**

- Oversee the smooth delivery of Paperweight's services in Manchester.
- Ensure compliance with all relevant regulations, including Fire, Health & Safety regs etc.
- Comply with all head office policies and procedures.
- Liaise with the London-based leadership team and trustees, reporting on activities and progress.

## **Who We're Looking For**

### **Essential**

- Empathy of and a genuine understanding for Paperweight's mission and values.
- Strong communication and interpersonal skills; comfortable representing the charity in communal settings.
- Strong IT skills and knowledge of Microsoft packages.
- Well-organised and able to manage a range of tasks independently.
- Familiarity with and sensitivity to the Manchester Jewish community.
- A proactive, "hands-on" mindset and willingness to grow with the role.

### **Desirable**

- Experience working with volunteers or in a support-focused environment.
- Familiarity with social services and community support.
- Awareness of the challenges facing vulnerable individuals and families.

## **How to Apply**

To express your interest, please complete and return the application form to [recruitment@paperweight.org.uk](mailto:recruitment@paperweight.org.uk) by 30<sup>th</sup> September 2025