



## United Synagogue Job Description

<b>JOB TITLE:</b>	Community Development Manager
<b>LOCATION:</b>	North Finchley
<b>WORKING HOURS:</b>	Full Time, including unsocial hours, evenings and occasional Sundays
<b>SALARY:</b>	£50,000 pa
<b>REPORTS TO:</b>	Director of Community Services Division
<b>BENEFITS:</b>	20 days holiday, plus 8 Bank Holidays Jewish festivals when they fall on a normal working day Childcare Vouchers Auto-Enrolled Pension
<b>JOB PURPOSE:</b>	A senior management role in the Community Services Division, supporting across many platforms US member communities and its leadership, with a particular focus on strategic planning, Communities of Potential and Honorary Officer training and development.

### KEY RESPONSIBILITIES:

- To be the key liaison alongside the US Community Services Director (CSD) between the US and its member communities
- To deputise for the CSD Director when appropriate
- To be part of the Community Services Division senior management team playing a key role in divisional budgeting, recruitment and development
- Communities of Potential lead overseeing the Communities of Potential (CoP Board and budget and working closely with the CSD and CoP Trustee chair to manage current projects and plan future investment.
- Assist with Senior Rabbinic recruitment for US member shuls alongside the CSD Director
- To be a senior stakeholder in the US Intern programme including assisting with recruitment and follow up
- To be the lead on US Honorary Officer and Board of Management training, seminars and events and to advise re the programming of such
- To lead on supporting and training of local US Community Directors

- To develop, alongside the CSD Director, a strong working relationship with US member Synagogue Chairs and Honorary Officers, maintained through regular contact and by running the annual regional forum meetings
- To oversee, develop and promote the Chairs mentoring programme
- To be the senior professional lead in relation to the Community Development Fund
- To assist US member communities to develop effective community plans for their development in the context of their broader strategic needs
- To work with the CSD to help implement the US membership retention and acquisition strategies
- To monitor and work closely with the Communications Division and the Membership and Administration Manager to ensure that all local communication is of a consistent high standard (marketing, emails, letters, website, social media)
- To be the senior professional lead in regard to the US rabbinic induction programme and the Rabbinic fellowship scheme
- To be an ambassador for the US across the UK

### **WORKING RELATIONSHIPS:**

The job holder will be directly managed by the Community Services Director and will have significant working relationships with:

- The US Chief Executive, US Directors and US senior staff
- The Rabbinical Council of the US
- US member shul Honorary Officers and Boards of Management
- P`eir

### **PERSON SPECIFICATION**

The person to be appointed to this post should be able to demonstrate the following:

#### **Skills, Knowledge & Experience:**

- Excellent interpersonal skills including written and verbal communication
- Excellent IT skills, with proficiency in Word, Excel, PowerPoint and working with Databases
- Graduate Degree from a recognised University
- Proficiency in Social media and modern communication platforms
- Knowledge of, enthusiasm for, and understanding of the United Synagogue
- Experience of managing and co-ordinating multiple projects and supporting the implementation of major strategic initiatives
- Ability to work on own initiative and as part of a team
- Understanding and strong knowledge of orthodox Jewish customs and practices
- Experience of managing teams and staff essential

## GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures
- **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
- **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**