



## UNITED SYNAGOGUE JOB DESCRIPTION

**JOB TITLE:** Youth Directors

**LOCATION:** Radlett

**HOURS:** 40 hours per week

**REPORTS TO:** Line managed by local honorary officers and reporting to the Member of the Synagogue Executive Board with responsibility for Youth (the “Line Manager”)

### MAIN PURPOSE OF JOB

- To continue and develop programmes to engage young people in our shuls
- To inspire and enhance young members’ connections with vibrant, authentic Jewish life
- To liaise with other Youth Directors, with the Radlett Rabbi and with Tribe Central to deliver exciting and engaging programmes from young people in our shuls

### 3 SCOPE OF JOB

Our team of Youth Workers across our communities are there to assist the almost 13,000 members to connect with the Jewish community, to provide a positive Jewish influence and to encourage the Jewish development of the youth of Radlett, with a focus on 8 to 18 year old children (school years Y3 to Y13), building relationships with both the youth and their families.

### 4 DUTIES AND RESPONSIBILITIES

- Plan and lead a variety of activities suitable for boys and girls.
- Oversee the safety of all youth at activities and adhere to Radlett procedures for Youth events both at the synagogue premises and off site.
- Initiate and maintain communication with all youth and parents to encourage participation in all local and Tribe Central youth activities, using all normal channels including social media e.g. Facebook.

- Co-ordinate with board of management on plans and budgeting.
- Lead Youth participation in community wide activities.
- Responsible, in co-ordination with the Line Manager, for youth services on Shabbat and Festivals for children aged 11+ including provision for girls; regular youth Kiddushim; arranging at least once a year, Shabbatot where youth 'take over' the main service including leining; and for hosting Shabbat meals or other activities in the Youth Directors' flat on most Shabbatot and for maintaining a degree of hospitality in that flat.
- As Youth Director you must prepare the girls of the community to be able to give, between them, a Dvar Torah every week. To assist the Rabbi with the boys in preparation for their Bar Mitzvah.
- You are required to attend any relevant training such as Child protection, First Aid, and training for Youth Directors/Leaders including Tribe Engage conferences and meetings ancillary to that.

## **5 SKILLS & EXPERIENCE**

- Proven experience in youth work and running and managing programmes/events
- Substantial knowledge of Jewish customs and practices.
- Experience of being part of team, being able to undertake tasks on all levels.
- Outstanding phone manner and customer relationship experience.
- Able to work with deadlines, and in a very dynamic environment.
- Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.
- Good interpersonal & oratory skills
- An understanding and empathy towards the needs of today's Jewish youth, children and young families and the ability to engage effectively with them
- Experience of office management and budgetary skills
- Experience of working with lay leaders
- The ability to use contemporary forms of IT communication systems
- Committed to face to face work in formal & informal settings
- Excellent communication skills.

### **Desirable Qualities**

- Secular university education
- Good skills in time management and in the organisation of work
- Experience in Jewish outreach work
- Hold a current and valid driving licence

## Generic other duties

Must be:

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.

Undertake 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. 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 changes in legislation or The United Synagogue's operational procedures.

**This post requires a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.**