**Job Description**



**JOB TITLE:** Social Responsibility Intern

**WORKING HOURS:** Internship – 6 months – full time including evenings and Sundays

**SALARY:** £18,500 per annum, pro rata

**REPORTS TO:** Director of Strategy and Development

**BENEFITS:** 20 days holiday, plus Statutory Bank Holidays (per

Annum, pro rata) & Jewish festivals when they fall on your normal working day) Stakeholder Pension

**JOB PURPOSE**

US Chesed’s social responsibility mission is to teach the importance of Jewish responsibility to our fellow human beings, to encourage more acts of charity and kindness and to inspire our communities to make a difference within the Jewish community and the wider community we live in. With the expansion of social responsibility offering, we require a Social Responsibility Fieldworker to continue to facilitate the delivery of these initiatives and to help develop new ideas.

Under the direction of the Social Responsibility Manger, the Social Responsibility Fieldworker will be responsible predominantly for continuing the Social Responsibility outward/external facing initiatives of the US Chesed department and help where needed with the internal facing projects. These projects are about assisting our members in acts of loving kindness within their local shul or in centrally managed projects, that reach out to the wider Jewish community or to the wider world in which we’re living.

**Principal Responsibilities:**

1. To promote and co-ordinate the US asylum seekers centres
2. To promote and co-ordinate the US Chesed collections
3. To pick up collections from various locations or organise for volunteers to do so
4. To continue to promote cooking initiatives in US shuls – cooking for the homeless and cooking for domestic violence
5. To continue and support the food drives for food banks
6. To continue to promote and organise US Chesed First Aid courses
7. To assist in developing the US Food Bank
8. To assist in developing US Chesed programmes for Tribe
9. To research and develop new initiative ideas including ones relating to the environment, Medical research, blood donations, Social Responsibility projects for students and youth, and volunteering trips for adults or families

**Person Specification**

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|  | **Essential**  | **Desirable** |
| **Qualifications** | * UK-recognised University Degree (or equivalent)
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| **Experience** | * Very strong project management skills
* Skills in time management and planning.
* Ability to communicate effectively with both lay leaders and professionals
* Good organisation skills and a methodical approach to your work.
* The ability to write up the findings of your research.
* Strong computing skills and experience of using Microsoft Word, Excel, and Outlook. There is a particular need for keeping and sorting spreadsheets
* Proven experience as a proactive team member contributing to the success of the wider team and organisational goals
* Driving License and being comfortable driving to all locations
* Being able and willing to help with picking up heavy loads, transporting boxes from one location to another, and other light man labour activities.
* Being available to work on Sundays and evenings dates and times confirmed in advance
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| **Special Aptitudes** | * A demonstrated passion for Social Responsibility.
* Ability to manage sensitive situations
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| **Skills** | * Excellent English language skills, written and oral
* Strong computing skills
 | * Comfortable with social media
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| **Personal Qualities** | * An ability to build a good rapport and to communicate effectively with Rabbis and lay leaders, staff and volunteers, adults and young people, Jewish and non-Jewish
* Organised
* Self-motivated
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In undertaking the above role, the successful candidate will be expected to comply with any policies and procedures that United Synagogue may issue and to undertake any other reasonable duty as may be assigned to the role that is consistent with the nature of the job and its level of responsibility.

This job description does not set out the complete duties of the role and should be treated as a guide to the duties that the Senior Hospital is expected to perform.

This job description may be amended to meet the changing requirements of the United Synagogue at any time after full discussion with the successful candidate.

The successful candidate must be available to work occasional unsocial hours including weekday evenings and Sundays and must have a UK work permit to work in the UK

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.