

**United Synagogue Job Description**

**JOB TITLE:** Youth Director

**LOCATION:** Borehamwood & Elstree Synagogue

**WORKING HOURS:** Part time – hours negotiable depending on availability – minimum 10 hours per week but could be more (including evenings, weekends, other events, planning time)

**ANNUAL SALARY:** £6,700 (for 10 hours), pro-rated if more hours available

**REPORTS TO:** Supported and monitored by the Honorary Officers of BES or their delegate

**BENEFITS:** 20 days holiday, plus Statutory Bank Holidays, pro rata

Childcare Vouchers

Auto-Enrolled Pension

MAIN PURPOSE AND SCOPE OF JOB:

Engaging with youth and providing engaging content for specific objectives as agreed with their line manager mainly on Shabbat, Chaggim, and Sundays.

Our vision is to create the future leaders of Anglo-Jewry through building a vibrant, self-directing Youth community, backed by professional and lay support, and committed to principles of:-

* 1. *Education*
  2. *Social Action*
  3. *Leadership*
  4. *Social*

With the critical mass of people, levels of community support and synagogue infrastructure, we are seeking to build a Youth Director team to turn this vision into a reality working with our professional and lay leadership to develop and implement our ambitious goals for social and spiritual Jewish youth provision based at BES.

Given we are seeking to build a team, the various roles we’re looking to fill will have different responsibilities but between them will include organising various activities of different scales and regularity will take place on Shabbat, Jewish festivals, weekday evenings and Sundays.

The Youth Directors will provide a positive Jewish influence and encourage the Jewish development of the youth of the community, with the focus of their work on the 11-18 year old age group (School years Y7-Y13). They will be pro-active in building relationships with both the youth and their wider families. They will increase involvement of both the youth and their parents in all shul activities.

One of the roles of the Youth Directors is to organise the Shabbat and Festival services and/or related activities, for children and youth. The Youth Director will be expected, to research, create and implement programmes that will satisfy the needs of the youth in respect of their religious, cultural, and social requirements, with the aim of assisting their personal growth and development of a modem Jewish identity. The Youth Director will work with Tribe central staff and Tribe Youth Directors elsewhere to maximise the range of activities that can be offered in BES and with other shuls.

##### GENERAL DUTIES (time & role dependent):

* To implement activities in line with objectives agreed with line management for different sectors of BES youth, leveraging Tribe central events as appropriate and working with other Youth Directors for joint events
* To promote central and local Tribe events and activities through relevant methods
* To arrange social events/activities for different age groups (e.g. Movie nights, minor chag events)
* To plan BES-centric events in line with communal initiatives (e.g. Mitzvah Day)
* To help coordinate youth services and activities over Shabbat, Chaggim and High Holy Days
* To arrange imaginative events for key Chaggim as agreed with line management (e.g. Simchat Torah, Purim)
* In co-ordination with BES colleagues, to provide copy for and maintain updates to, BES’ youth presence and content online, including Tribe central events and programmes where appropriate
* To attend Tribe central meetings and training seminars including the annual Engage conference, and to initiate and develop contact with Youth Directors in other communities
* To promote and take part in, Tribe camps, tours and other events including work in schools (to be carried out in co-ordination with Tribe central), where to do so is relevant to BES
* To reach out to relevant new members as per updates from shul office
* To promote and coordinate any initiatives e.g. Bar/Bat Mitzvah programme
* To report regularly to the Line Manager with progress reports on the direction and success of planned events and, programmes
* To liaise with the Tribe Community Liaison Manager and other Youth Directors in similar roles regarding opportunities available via Tribe to the Youth

##### SHABBAT DUTIES (time & role dependent):

* Support the Youth in leading a peer-led Youth Minyan for boys and girls in Y7-13 (and consider how to engage girls more effectively on Shabbat mornings)
* Support non-Service activities on Shabbat mornings (e.g. Discussion Groups)

##### PERSON SPECIFICATION

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| **Criteria** | **Essential** | **Desirable** |
| * Two years’ experience of working in a Youth and Community Work setting on a full or part-time basis * Experience working successfully with both religious, non-religious and non-committed youth * Certificate or diploma in Youth and Community Work * Counselling qualification | X  X | X  X |
| * Fully committed to the philosophy and practice of Orthodox Judaism * Substantial knowledge and understanding of the Jewish Community, Judaism and Jewish Values | X  X |  |
| * Excellent communication skills, both verbal and written * Possess excellent interpersonal skills, be articulate, intelligent and self-motivated and have the self-confidence to build and maintain strong relationships * Excellent professional relationships skills when working with customers and employees at all levels; be willing to ask for and listen to ideas and feedback * Proven experience as a proactive team member, contributing to the success of the wider team and organisational goals | X  X  X  X |  |

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| --- | --- | --- |
| * Creative with own ideas for programmes and activities * Excellent social media abilities * Able to work with deadlines, and in a very dynamic environment * Energetic and proactive attitude | X  X  X  X |  |
| * Understand empowerment of young people and put this into practice * Excellent understanding of younger people’s issues (substance abuse, bullying, career choices) | X  X |  |
| * Knowledge and experience to give shuirim and lead discussions at a range of levels up to youth in the sixth form * Experience in running local and residential Shabbatons |  | X  X |

**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**