



United Synagogue Job Description

JOB TITLE:	Community Development Manager
LOCATION:	US Centre - North Finchley
WORKING HOURS:	Full time (including some weekend and evening work)
SALARY:	Commensurate with experience
REPORTS TO:	Director of Communities and Strategy
BENEFITS:	20 days holiday, plus 8 Bank Holidays Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension
JOB PURPOSE:	Working closely with the Director, to support communities with strategic planning, lay leadership development, rabbinic support and initiatives to increase engagement and volunteering. The Community Development Manager will also deputise for the Director, as required, and have a key role in building and overseeing the departmental budget

DUTIES & RESPONSIBILITIES

- Working with the local Rabbinic and lay teams, to proactively support communities in their development of strategic plans and the subsequent implementation
- To provide 'community partner' support (account management) for approximately 10-15 communities.
- To play a leading role in the development and roll out of the US-UK strategy
- To work with communities and colleagues, to develop models of regionalisation
- To manage a broad and dynamic lay leader development programme including:
 - Conferences, seminars and regional meetings
 - Rabbinic/lay events in conjunction with P'eir, RCUS and the US Rabbinic Recruitment lead
 - Emerging leader programmes
 - HO mentoring

- To devise and oversee community development projects in areas such as engagement, volunteering, satisfaction surveys and the sharing of best practice, working with partners as necessary
- To design and pilot new community models and structures in line with changing needs.
- To research and share new approaches to community development
- To play a key role in building and overseeing the departmental budget
- To line manage the Community Development Executive

PERSON SPECIFICATION

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

- A talent for enthusing, motivating and supporting others
- Creative thinking and an enthusiasm for innovation
- Experience in public speaking and the ability to facilitate group discussions
- Excellent communication skills both written and verbal
- Experience in building strong working relationships with a range of stakeholders
- Competence in project management, time management and planning
- Application of a high level of accuracy to work, ensuring attention to detail
- Effective knowledge and experience of social media and digital platforms
- Strong IT skills and substantial experience of using a range of programmes

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