



This project is supported by the US Community Development Fund

## United Synagogue Job Description

**JOB TITLE:** Volunteers and Activities Coordinator **-** 1 year contract

**LOCATION:** Cockfosters & N. Southgate (CNSS)

**WORKING HOURS:** 7 hours per week – 2 half days per week

**SALARY:** £5,000 per annum

**REPORTS TO:** CNSS Chair or Vice-Chair; CDF Manager

**WORKING RELATIONSHIPS:** Volunteers,

 Office staff,

 Board of Management,

 Rabbinic couple,

 US,

 External Associations and

 Caretakers

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays

 Jewish festivals when they fall on a normal working day

 Childcare Vouchers

 Auto-Enrolled Pension

**BACKGROUND:**

CNSS is a vibrant North London community with just under 1100 members. In addition to our regular services, we have a busy programme throughout the year. Our activities include regular shiurim, adult education programmes (Cockfosters Learning Centre (CLC)), a busy youth club and an increasing number of younger families attending on Shabbat. We are proud of our innovative NOSH (“**N**o **O**rdinary **SH**abbat”) programme for families with toddlers on Shabbat and have added “Big NOSH” services for older children and a fortnightly Rebbetzen’s Torah Quiz “service” for Years 5 and 6. We also run a range of social and cultural programmes to engage as many people as possible in the life of the Synagogue.

A large group of our membership are seniors for whom we have various programmes and we are looking to expand our provision for them during the week; which requires ease of access and a comfortable environment to relax and participate.

With the help of a grant from the United Synagogue Community Development Fund, we are in the process of renovating classrooms to create a “hub” for cross-demographic programming. The CNSS hub will have two primary functions:

1. As a warm and welcoming place for community members to spend time in an informal, friendly and kosher environment.

2. As a place to hold community events for less than 30 people.

**JOB PURPOSE**

To ensure a steady stream of activities in the CNSS hub by encouraging volunteer groups from within the community to utilise the space.

To coordinate volunteering in CNSS hub: recruitment, training, supporting and encouraging

**DUTIES & RESPONSIBILITIES**

**Develop the use of the CNSS hub and the associated programmes**

1. Develop programme ideas for use of the CNSS hub and help to set these up
2. Produce termly programme for the CNSS hub
3. Coordinate and manage activities in the CNSS hub
4. Manage the resources within the hub
5. Ensure smooth running of the CNSS hub and manage any issues which arise

**Recruit and Induct Volunteers**

1. [Promote volunteering to potential and actual volunteers](http://www.ukworkforcehub.org.uk/images/pdf/b2.pdf) in the local community
2. [Manage the recruitment and placement of volunteers](http://www.ukworkforcehub.org.uk/images/pdf/c1.pdf) within CNSS hub,
3. Ensure the effective induction of all volunteers
4. Review and maintain up to date records of volunteers in line with legislation and best practice.

**Manage and train volunteers**

1. [Support the development of volunteers’ knowledge, skills and competence](http://www.ukworkforcehub.org.uk/images/pdf/d3.pdf).
2. Ensure that volunteers are managed, supported and feel motivated including regular one-to-ones
3. Ensure effective communication with volunteers
4. Prepare, manage and distribute the CNSS hub volunteers’ rota
5. Manage changes to the CNSS hub volunteers’ rota to ensure full cover wherever possible
6. Collate monthly volunteer statistics
7. Celebrate the achievements of volunteers

**General**

1. Carry out all duties in full adherence to all United Synagogue policies and procedures
2. Carry out any other duties appropriate to the post as requested by the Honorary Officers, Board of Management, CDF Manager**.**

**Meetings etc.**

Attend appropriate training seminars and engage with the US central departments as appropriate

**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**

**Person Specification**

|  |
| --- |
| **Skills and Abilities** |
| Excellent inter-personal skills and an ability to develop positive working relationships with a wide range of people and to work as part of a team. |
| Ability to communicate effectively both verbally and in writing and present information clearly, concisely and accurately.  |
| Ability to use a range of communication styles and techniques to maintain people’s interest and attention and keep people informed of plans and developments. |
| **Planning and organisational skills**. |
| Ability to work on own initiative, with limited direction and to be self-servicing and maintain own administrative records. |
| Ability to liaise with a wide variety of groups and organisations. |
| Ability to work to deadlines and prioritise accordingly. |
| **Experience** |
| Proven experience as a proactive team member contributing to the success of the wider team and organisational goals. |
| Experience of working with volunteers. |
| Experience of record keeping and maintaining administrative systems. |
| Experience of volunteer management or coordination. |