

**United Synagogue Job Description**

**Job Title:** Community Support Worker – 6 months fixed term

**Location:** Brondesbury Park

**Salary**: £5,000 per annum

**Benefits:** 20 days holiday, plus Statutory Bank Holidays

& Jewish festivals when they fall on your normal working day

Childcare Vouchers

Auto enrolment Pension

**Reports to:**  Rabbi Baruch and Shul Executive

**Hours:** Part time – 8 hours per week; days to be confirmed

**Job Purpose:**

The purpose of this post is to:

To provide an efficient and professional welfare support to some of our elderly and most needy members of the community and also to work with people who are bereaved, and with other needs (mental health, children with special needs) in our community.

**Key Tasks, Responsibilities of the post**

* To be the initial point of contact for matters relating to welfare needs of community, and for agencies (e.g. Jewish Care) who want to reach the Brondesbury Park community.
* To be the initial point of contact for community members (via the main office or directly).
* To establish contact with existing members who receive support, and their key volunteers.
* To create shared confidential database of all members currently or potentially receiving community support, and of all current volunteers and their areas of work (e.g. food rota, visiting elderly, delivering chollot).
* To create a vision for what welfare provision is achievable in our community.
* Access organisations, resources and problem solve particular needs for individuals.
* Understand existing volunteer roles and support new volunteers; facilitate training for volunteers.
* Co-ordinate volunteers and distribution of festival gifts including at Pesach and Rosh Hashana.
* Manage own time flexibly and creatively and according to members’ needs (requires close monitoring of time and work patterns).

**Person Specification**

* Empathetic, approachable, organised individual with knowledge of providing support to elderly and vulnerable.
* Proactive person, providing hands-on support on regular basis for individuals with needs.
* Excellent communication skills; key contacts will be with Brondesbury Park office staff and LSG (Exec)
* Confidentiality; accurate record keeping of existing and new member needs from within community, in line with data protection legislation.
* Ability to understand existing volunteer roles and recruit and support new volunteers, including community teens.
* Research and understand resources to support volunteer network and facilitate training.
* Flexibility; be adaptable to reactive nature of the role; monitor hours across the week to ensure appropriate hours are being worked. Availability on phone within reason? Mainly Thursdays?
* Knowledge of the Jewish community including beliefs, culture, tradition and values.

**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. They 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.