



United Synagogue - Job Description

JOB TITLE:	Children's Programme Coordinators x2
SYNAGOGUE:	Alei Tzion
SALARY:	£11 - 15 per hour Two-hour Shabbat morning programme, plus prep time
REPORTS TO:	Designated Honorary Officer
BENEFITS:	20 days holiday, plus 8 Bank Holidays, pro rata Auto Enrolled Pension Employee Assistance Programme EXEXEC Discount Portal

INTRODUCTION

Alei Tzion is a growing modern orthodox, religious Zionist community in the heart of Hendon. It is a young community which prides itself on engaging all age-groups with the community in Torah and Tefillah.

THE VISION

We want to create a fully integrated Shabbat morning experience for the children of the community, mainly of primary school age. Parents would be able to bring their children with them for the start of davening (currently 9.15 a.m. on Shabbat and Chagim mornings) in the knowledge that they will spend the morning (from 9.30 a.m. until 11.30 a.m.) involved in an exciting programme of peulot, learning and tefillah and then join them for Kiddush after davening. The intention would be for their to be two initial groupings (broadly following Key Stage 1 and Key Stage 2 age groups) but this may expand in due course.

We are looking for 2 experienced Youth Leaders to work with the Alei Tzion Leadership Team to devise and deliver this unique programme. We would expect our Youth Leaders to share our core values and have the charisma and drive to inspire our young people.

KEY RESPONSIBILITIES:

- Creating and running the weekly children's programme.
- Working with the Rav and the Alei Tzion Leadership Team to further children's programming within the community.

GENERIC OTHER DUTIES

Must be:

Committed to the core values of Alei Tzion as well as the aims of the wider United Synagogue and act as an ambassador for the organisation.

Must 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 your manager or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post.

Maintain 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.

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.