



United Synagogue Job Description

JOB TITLE:	Chesed Projects Administrator
LOCATION:	The US Centre, 305 Ballards Lane, Finchley, N12 8GB
REPORTS TO:	Head of US Chesed
WORKING HOURS:	Part-time, 28 hours per week
SALARY:	Competitive remuneration package (depending on experience)
BENEFITS:	4 weeks holiday, plus Statutory Bank Holidays Auto-Enrolled Pension Ride-to-Work Scheme Auto-Enrolled Pension

JOB PURPOSE

To provide administrative support to all the elements of the US Chesed Department

Principal Responsibilities:

- To provide support to the Head of Chesed and the department in the organisation of key Chesed projects
- To ensure the smooth running of the Chesed Department, including answering the main Chesed telephone number and responding to enquiries
- To carry out the administrative duties in relation to the main functions of the Chesed Department i.e. Community Cares, Jewish Visiting covering both hospital and prisons, social responsibility initiatives and the Chesed Bursary Fund e.g. maintaining up to date listings of chaplains, visitors, arranging meetings and taking minutes
- Organising volunteer training events
- Liaison with volunteers including Synagogue Community Care co-ordinators, hospital and prison chaplains
- Managing petty cash for the department
- Researching potential new Chesed Projects
- Publicising the work of the Chesed Department using traditional methods and tweeting, posting on Facebook and other social media
- To produce regular newsletters to update volunteers on various aspects of our work
- To assist in the planned computerisation of client and volunteer records
- To organise the Pesach and Rosh Hashanah support programmes
- To assist in event management e.g. in our various conferences etc.

Person Specification

	Essential	Desirable
Qualifications		Degree
Experience	<p>2 years administrative experience working in a similar environment.</p> <p>Experience of using social network sites</p>	<p>Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.</p>
Special Aptitudes	<p>A passion for Chesed and a commitment to the goals of the US Chesed department</p> <p>An ability to manage sensitive situations</p> <p>Knowledge of Jewish customs and practices.</p>	<p>Knowledge of the Jewish care environment</p>
Skills	<p>Excellent interpersonal skills.</p> <p>Excellent language skills, written and oral</p> <p>Outstanding phone manner and the experience to handle people in distress.</p> <p>Good organisational skills</p> <p>Skills in time management and planning.</p> <p>Able to prioritise and to meet deadlines</p> <p>Strong computing skills</p> <p>Attention to detail to ensure work is accurate</p>	<p>Driving Licence</p>
Personal Qualities	<p>To work in a professional manner and developing effective working relationships with colleagues, volunteers and external organisations</p> <p>Self-motivated</p>	

In undertaking the above role, the successful candidate will be expected to comply with any policies and procedures that United Synagogue may issue and to undertake any other reasonable duty as may be assigned to the role that is consistent with the nature of the job and its level of responsibility.

This job description does not set out the complete duties of the role and should be treated as a guide to the duties that the Chesed Project Officer is expected to perform.

This job description may be amended to meet the changing requirements of the United Synagogue at any time after full discussion with the successful candidate.

The successful candidate must be available to work occasional unsocial hours including weekday evenings and Sundays and must have a UK work permit to work in the UK

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.