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**United Synagogue Job Description**

**JOB TITLE:** Children’s Service Leaders X 2

School Years 3 – 4’ and Years 5 – 6’

**LOCATION:** Finchley United Synagogue

**WORKING HOURS:** 45 Minutes per Session - Shabbat Mornings & Yom Tovim

**SALARY:** £60.00 per session

**REPORTS TO:** Chief Operating Officer and Parents Committee

**BENEFITS:** 20 days holiday, pro rata, plus bank holidays

Employee Assistance Programme

Ride-to-Work Scheme

Auto-Enrolled Pension

**INTRODUCTION:**

Finchley United Synagogue have over 500 children between the ages of 0 and 13. We educate our children through our stimulating Children Services and program of events throughout the year. We are seeking to hire 2 dynamic, enthusiastic, energetic and experienced Children Service leaders.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Prepare and lead the Children’s Service each Shabbat, Yom Tovs and other duties, with the responsibility for engaging children of all ages; the duration of Services are approximately 45 minutes
* Bring innovative and creative solutions to engage children that are challenging engaging to inspire children of mixed religious observance and various age groups.
* Work with the Parents’ Committee and Chief Operating Officer to develop a service structure and curriculum that will enable children to progress and advance their knowledge of Jewish prayer with the aim of a smooth transition into the Youth Service
* Bridge the gap between primary and secondary school children in order for the children to feel confident during their transition to the Youth Service
* Lead an abridged Shabbat morning service and a full Mussaph, built around the traditional tunes of the United Synagogue

**PERSON SPECIFICATION**

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

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| **Criteria** | **Essential** | **Desirable** |
| Experience of working in a Children’s Community Work setting on a full or part-time basis and running programmes at all ages |  | X |
| Ability to be creative, challenging, engaging and inspiring to children of mixed religious observance. | X |  |
| Bring own ideas for Children’s Service programmes and activities | X |  |
| Possess excellent interpersonal skills, be articulate, intelligent and self-motivated and have the self-confidence to build and maintain strong relationships | X |  |
| Strong communication skills, both verbal and written | X |  |
| Proven experience as a proactive team member contributing to the success of the wider team | X |  |
| Energetic, enthusiastic, charismatic and a proactive approach to ensure children enjoy Services in an environment that ensures they all can take part and gain benefit from the Service | X |  |
| Have the experience of working successfully with both religious, non-religious and non-committed children/youth | X |  |
| Willingness to ask for and listen to ideas and feedback | X |  |
| Have a good understanding of the Jewish Community, Judaism and Jewish Values | X |  |
| Be fully committed to the philosophy and practice of Orthodox Judaism |  |  |
| Ability to work with deadlines, and in a very dynamic environment | X |  |

**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**