

## United Synagogue Job Description

**JOB TITLE: Community Development Executive**

**LOCATION:** US Centre

**WORKING HOURS:** 2.5 days per week (including some weekend and evening work)

**SALARY:** Commensurate with experience

**REPORTS TO:** Community Development Manager

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

Jewish festivals when they fall on a normal working day

Ride-to-Work Scheme

Auto-Enrolled Pension

**JOB PURPOSE**

**The Communities Division exists to support all US communities at every stage of their life. The role of the Community Development Executive is fundamental to its success. Working as a Community Partner (Account Manager) as well as overseeing cross-community projects the Community Development Executive will build relationships with lay leaders, provide support and advice, develop and implement community engagement initiatives and will share best practice.**

**DUTIES & RESPONSIBILITIES**

* To provide ‘community partner’ support (account management) for approximately 10 communities. This will include:
  + Building relationships with HOs and Council members
  + Being a ‘problem-solver’ - the first point of contact to problem-solve day-to-day queries
  + Attending key events including the occasional Shabbat in order to better understand the community and as an ambassador of the US
  + To work with HOs and Synagogue Council members to support communities on the implementation of their strategic plans
* With support from colleagues and partner organisations to support communities in recruiting, supporting and retaining volunteers
* To plan and roll out community engagement projects across all US communities
* Working with the Community Development manager, to coordinate the Rabbinic induction programme
* To support the work of the Community Development team

**PERSON SPECIFICATION**

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

* A knowledge of and enthusiasm for Jewish communities
* Excellent communication skills both written and verbal.
* Exceptional organisational skills
* Experience in building strong working relationships with stakeholders
* Competence in project management, time management and planning
* Application of a high level of accuracy to work, ensuring attention to detail
* Effective knowledge and experience of social media and digital platforms
* Strong IT skills and substantial experience of using a range of programmes

**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**