



United Synagogue Job Description

JOB TITLE:	Licensing Administrator
LOCATION:	North Finchley, 305 Ballards Lane, London N12 8GB
HOURS:	Full Time - permanent - 35 hours per week On rare occasions there may be a need to work during evenings or weekends.
REPORTS TO:	Director of Licensing
BENEFITS:	20 days holiday, plus 8 Bank Holidays Jewish festivals when they fall on a normal working day Auto-Enrolled Pension Employee Assistance Programme EXEXEC Discount Portal

Vision

Our vision for the United Synagogue is of a modern and united family of communities with members connected to vibrant Jewish life and Torah values.

Mission

The mission of the US Executive Office is to serve our communities and to lead the organisation by

1. Initiating, developing and supporting communities and helping them provide relevant and high quality services to their members.
2. Providing the infrastructure for Jewish religious life.
3. Developing creative programmes, which involve members and potential members in Jewish life and values.
4. Recruiting, developing and maintaining outstanding Rabbis and other Professional staff, lay leaders and volunteers.

Values

The values that lie at the heart of the United Synagogue are embodied in the principles of Torah and Halachah.

These values are:

- The welcoming of every Jew
- Creating a sense of belonging
- Lifelong Jewish learning
- Spiritual growth and practice
- Mutual responsibility
- The centrality of Israel in Jewish life.

The purpose of the United Synagogue is to create communities committed to the principles of Torah and *Halachah* and inclusive of every Jew.

1 MAIN PURPOSE OF JOB

Working within the office based KLBD Licensing team, the Licensing Administrator will input licensing data into the computer system, assist in scheduling and coordinating the Shomrim and communicate news and updates with the Shomrim and Licensees. They will also be responsible for stock of Kashrus related supplies, produce licence certificates and assist in the induction of new Shomrim. They will be expected to answer general requests and kosher product enquires by email and phone from KLBD licensees, Shomrim and members of the public.

2 POSITION IN ORGANISATION

Responsible to their appointed line manager, to be confirmed upon appointment.

3 DUTIES & RESPONSIBILITIES

Licensing:

- Data input
 - Shomrim Hours and Expenses
 - Catering returns (list of future functions)
- Allocation
 - Assisting the Licensing Coordinator with allocating jobs to the Shomrim.
- New Shomrim
 - Paperwork
 - DBS
 - Form for HR
 - Misc.
 - Allocation of training
- Ordering, keeping stock and records
 - Coats
 - Labels and tape

- Function Cards
 - Equipment
 - Misc.
- Answering phone calls from licensees, Shomrim and members of the public who have general licensing questions and kosher product enquiries.
 - Printing and laminating licenses
 - Maintaining email lists and information of Shomrim and Licensees
 - Assisting the Director of Licensing with occasional tasks.
 - Covering occasional Shomer jobs.

4 ABILITIES AND EXPERIENCE

Essential

- Thorough knowledge of Kashrut and related Jewish customs and practices.
- Strong computing skills and substantial experience of using Microsoft Word, Excel, outlook and databases.
- Excellent interpersonal and written communication skills.
- Ability to collate, assess and evaluate data, and identify problems.
- Self-motivated and consciousness worker, who is able to work unsupervised and to manage own workload and deliver results under pressure and to tight deadlines and objectives, using their own initiative whilst following the organisation's policies.
- To work in a professional manner and developing effective working relationships with colleagues and external clientele at all times.

Preferable Skills

- Semicha or equivalent yeshiva study.
- Previous experience in Kashrut.
- Practically minded.
- Can speak Ivrit.

5 Quality and operational standards

- Ensure that work produced is of a high standard and meets the department's key performance indicators.
- Report on key performance indicators to the Director of Licensing or other team members as required.

6 Builds the credibility of the Kashrus department to empower staff and managers to fulfil their roles effectively

- Share with others within the Kashrus Department and communicate success stories.
- Personally demonstrate the organisation's values, building trust with managers and staff within United Synagogue and proactively contributing to the organisation's success.
- Be proactive in identifying opportunities for own professional development.

7 Commitment

- Must share the ethos of the United Synagogue.

8 OTHER

You will be expected in undertaking the above role to comply with any policies and procedures that United Synagogue may issue.

Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

Because 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.

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**