



UNITED SYNAGOGUE JOB DESCRIPTION

JOB TITLE:	Part-Time Youth Director
LOCATION:	Bushey & District United Synagogue (“Bushey”)
HOURS:	30 hours per week (split between 2 people)
SALARY:	£15,000 per annum
REPORTS TO:	The Member of the Synagogue Board of Management with Responsibility for Youth (“Line Manager”)
BENEFITS:	20 days holiday, plus statutory bank holidays, pro rata Accommodation if required Childcare Vouchers Auto-Enrolled Pension Employee Assistance Programme EXEXEC Discount Portal

COMMUNITY STATEMENT

To be part of the Bushey and District Synagogue is to be part of a dynamic, caring, passionate, warm and friendly community. One where every person matters no matter who they are.

On the fringes of London, our community encapsulates all the positive aspects of a regional community but has the get up-and-go of a London community, which in our opinion is what makes us unique.

We have always prided ourselves in how the different parts of our community engage with one another. Whilst we have different activities for the different age ranges within our community it is not uncommon for all ages to be seen engaging with one another, as you would do in any family.

And so it is with our youth, who are just as comfortable helping out with activities for those who are younger or older than them as well as helping to nurture each other.

Together we build community! Are you ready to be part of that?

1. SCOPE OF JOB

Youth Directors are employed to assist United Synagogue youth. In Bushey we have 371 members aged 8 to 18 (school years 3-13) and we employ Youth Directors to: connect our youth with our own community through being role models and providing positive Jewish influences and experiences; further, our Youth Directors should encourage and enable the Jewish and personal development of our youth, through building relationships with them and their families, based on informal education programming and varied, well-planned and professionally-executed events and activities.

2. PURPOSE OF JOB

- To develop programmes to engage young people in our Shul.
- To inspire and enhance young members' connections with vibrant, authentic Jewish life.
- To liaise with other Youth Directors, with the Rabbinical team and with Tribe Central to deliver exciting and engaging programmes for young people in Bushey.

3. MAIN DUTIES AND RESPONSIBILITIES

- Plan and lead a variety of activities suitable for boys and girls bearing in mind and catering appropriately for the following: different age groups; varied levels of Jewish experience, knowledge and observance; and different levels of experience of and engagement with Bushey and the community at large; all with a view of deepening and enhancing Jewish attachment, identity and constructive engagement.
- Oversee the safety of all youth at activities and adhere to both United Synagogue and local Bushey procedures for Youth events both at the synagogue premises and off site.
- Initiate and maintain communication with all youth and parents to encourage participation in all local and Tribe Central youth activities, using all normal channels of communication including social media e.g. Facebook, WhatsApp etc.
- Co-ordinate with board of management on plans and budgeting through their Line Manager.
- Lead youth participation in community-wide activities.
- Responsible, in co-ordination with the Line Manager, for youth services on Shabbat and Festivals for children aged 11+ including provision for girls; regular youth kiddushim (frequency tbc); and for hosting Shabbat meals or other activities in the Youth Directors' flat on Shabbatot and where possible for maintaining a degree of hospitality in that flat.
- You are required, where working hours permit, to take part in at least two 'large scale school programs' (e.g. Shabbatons, chag-based events such as 'Mad Hatters' Tree Party' for Tu b'Shevat or 'Holding Out For a Hero' for Chanukah) and six 'smaller-scale school programs' (e.g. 'lunch-and-learns' or assemblies) per academic year, in consultation with your Line Manager and the Tribe Head of Education.
- To assist the rabbinical team in executing innovative Bar/Bat Mitzvah programmes for the youth of the community.

Tribe responsibilities:

- 1) You will liaise regularly with the Tribe Community Liaison Manager (CLM)
- 2) You are required to attend the annual *Engage* conference and training on the following dates annually (subject to confirmation by the CLM):
 - a) The first available Tuesday after *Engage*.
 - b) The first Thursday of November.
 - c) The first available Wednesday before Chanukah.
 - d) The first Monday after Purim, as well as:
 - e) Up to three other dates where possible as required by the CLM with reasonable notice.
- 3) You will show that you have completed the Local Community Goals in the document of the same name, to the satisfaction of your Line Manager.
- 4) You are required to take on a role, at least once annually, in Tribe central programming, guided by your Line Manager and to the satisfaction of the Tribe Director of Operations.

Local Community Goals

- At least once a year, to run a Shabbat where youth 'take over' the main service including leining.
- Prepare the girls of the community so that within 12 months of you starting your employment, they are able to give, singularly or in groups, a dvar Torah every week.
- To be actively involved with engaging Youth of year 7 and above, liaising with their parents/carers to ensure that youth activity is publicised to all families, to attract new families who have previously not been engaged with community activities to attend programmes and feel engaged with the Bushey Youth Community.
- To help meet the spiritual and social needs of the older Youth (Years 11 and above) by extending hospitality and planning activities to address these specific requirements.
- To showcase Bushey as a leading community in the United Synagogue and to take a role in planning collaborative programmes with other local United Synagogues.
- To work with the rabbinical staff and community volunteers to develop programmes as and when the need is identified.

4. 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.**

PERSON SPECIFICATION

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

SKILLS & EXPERIENCE

- Proven experience in youth work and running and managing innovative and engaging programmes/events.
- Substantial knowledge of Jewish customs and practices.
- Experience of being part of team, being able to undertake tasks on all levels.
- Outstanding phone manner and customer relationship experience.
- Able to work with deadlines, and in a very dynamic environment.
- Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.
- Good interpersonal & oratory skills.
- Excellent communication skills both written and verbal.
- An understanding and empathy towards the needs of today's Jewish youth, children and young families and the ability to engage effectively with them.
- Experience of office management and budgetary skills.
- Experience of supervising and managing staff and volunteers.
- Experience of working with lay leaders.
- The ability to use contemporary forms of IT communication systems
- Committed to face to face work in formal & informal settings

Desirable Qualities

- Secular university education.
- Good skills in time management and in organisation of work.
- Experience in Jewish outreach work.
- Strong IT skills.
- Hold a current and valid driving licence.

