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## United Synagogue Job Description

**JOB TITLE:** Primetime Project Manager

**LOCATION:** Bushey United Synagogue

**WORKING HOURS:** 12 Hours per week, initially

**SALARY:** £25,480 pa, pro rata to **£8,736 pa**

**REPORTS TO:** Stuart Bloom

**BENEFITS:** 20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day

Ride-to-Work Scheme

Auto-Enrolled Pension

**JOB PURPOSE:**

To manage all aspects of the implementation plan for project Primetime and have the responsibility for the ongoing and smooth day-to-day running of the programme.

**DUTIES AND RESPONSIBILITIES**

* Produce a detailed weekly programme of interest to Primetime members
* Ensure effective on site management of the programme at the synagogue
* Manage volunteers who support the programme
* Keep up to date database of all Primetime members
* Manage the programme of Home Teas
* Ensure socially isolated members are encouraged to join the programme
* Link in to Sage programme to maximise learning from Primetime
* Manage volunteer driver database
* Ensure ongoing promotion of Primetime programme to shul members aged 80+
* To make recommendations to ongoing improvements to programme

**PERSON SPECIFICATION**

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

Experience of dealing with the elderly

A welcoming and helpful approach when dealing with Primetime members

Good organisational skills

Strong communication skill, verbal and written

Excellent computer skills

Ability to work with outside agencies

Self-motivated

Able to work independently, as well as collaboratively with other staff members

Empathetic approach

**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**