



## United Synagogue Job Description

<b>JOB TITLE:</b>	Project Leader - Initially a 6 month appointment, to be reviewed at end of the project
<b>LOCATION:</b>	Bushey United Synagogue
<b>WORKING HOURS:</b>	15 Hours per week
<b>SALARY:</b>	£16.00 ph
<b>REPORTS TO:</b>	Howard Grant and Judith Barnett
<b>BENEFITS:</b>	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 prepare an initial plan as part of the Project Leader and report to Howard Grant and Judith Barnett, to seek their approval for implementation.

The project will fall into four phases:

#### Phase 1

**RESEARCH** - Manage the contact with all members aged 80+ to determine their exact requirement/s. This will be carried out by a telephone questionnaire.

#### Phase 2

**DEVELOP PLAN** - From the outcome of phase 1, develop a full implementation plan in terms of who, what and how with related milestones.

#### Phase 3

**IMPLEMENTATION** - Along with the Sage 2 committee, implement the agreed plan.

#### Phase 4

**OVERSEEING PROJECT** - Monitor the effectiveness of phase 3 making any adjustments as appropriate. Prepare a report for the Sage 2 committee detailing lessons learned from the plan, including levels of satisfaction from members.

## **DUTIES AND RESPONSIBILITIES**

Create a database of all individuals who fall into the 80+ age group, as it is felt that the number within this group is increasing and need more support from the community.

Contact all individuals in order to better understand the needs of our ageing community.

Identify within this group those that are able and active and those that are housebound.

Identify the different needs within each group and how best we can support both groups.

Work together with Bushey Community Cares to develop a programme to support these needs.

Identify necessary resources and structure for the implementation of the programme.

## **PERSON SPECIFICATION**

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

Experience of working with the elderly  
Computer literate  
Good communication skills  
Ability to work with outside agencies  
Self-Motivated  
Knowledge of useful Jewish organisations

## **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