



## United Synagogue Job Description

**JOB TITLE:** Kosher Certification Secretarial Assistant (Maternity Cover)

**HOURS:** 35 hours including some evenings and weekends.

**SALARY:** Salary commensurate with qualifications and experience.

**HOLIDAYS:** Four weeks per annum plus Statutory Bank Holidays, Jewish festivals when they fall on a normal working day.

**REPORTS TO:** Kosher Certification Operations Manager

### 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
- Life long 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**

To assist the Operations Manager with the administration of certified and potentially certified companies, so that the Kashrut management of KLBD can ensure the application of the highest halachik standards and procedures as laid down by the London Beth Din and Head of department.

## **2 POSITION IN ORGANISATION**

Responsible to the Certification Operations Manager

## **3 SCOPE OF JOB**

Working within an office based Certification team; the successful candidate will assist the Administration Manager mainly with scheduling of audits and issuing Kosher certificates.

## **4 JOB ROLE (This includes, but is not limited to):**

### **Issuing Kosher certificates:**

- Checking the database for upcoming certificate renewals.
- Maintaining and verifying that all the information is correct and exact.
- Printing and saving the kosher certificates.
- Sending out the certificates both by mail and email.

### **Audit scheduling**

- Liaising with companies around the world to arrange a date and time for the Rabbi to audit their facilities.
- Liaising with the Rabbinic Inspectors to schedule their audit to the factory.
- Planning trips that include multiple audits in the most cost affective and practical way.
- Making travel and lodging arrangements for the Rabbi's.

- Managing a computerised diary and updating records of the audits in a database.

### **Cross Department Issues:**

- The Kashrut Division works as a team and all sections including the food guide production and the establishment and catering area must act together in an integrated and coherent fashion. The successful candidate will be expected to play a full role within all aspects of the Kashrut Division as and when requested by the Administration Manager.

## **Person Specification**

### **5 ABILITIES AND EXPERIENCE**

#### **Essential**

- **Knowledge** of Kashrut and related Jewish customs and practices.
- To be able to **manage** and **prioritise** a wide range of administrative tasks and duties, both complex and routine.
- To be able to work **unsupervised** and manage their own workload, as well as deliver results under pressure and to tight **deadlines** and objectives.
- The ability to carry out their work with a high level of **accuracy** ensuring attention to detail.
- To work in a **professional** manner at all times and develop effective working relationships with colleagues and external customers.
- Able to work as an effective and pro-active member of the KLBD **team**.

#### **Skills**

- Excellent telephone, interpersonal and written communication skills.
- Demonstrable skills in time management and planning.
- Strong computing skills and substantial experience of using Microsoft Word, Excel, outlook and databases.
- Skilled at delivering a consistently high quality, customer focused service.

### **6 QUALITY AND OPERATIONAL STANDARDS**

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

## **7 BUILDS THE CREDIBILITY OF THE KASHRUT DEPARTMENT TO EMPOWER STAFF AND MANAGERS TO FULFIL THEIR ROLES EFFECTIVELY**

- Share with others within the Kashrut 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

## **8 COMMITMENT**

- Must share the ethos of the United Synagogue.

## **9 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.