



Woodside Park United Synagogue Job Description

- JOB TITLE:** Shabbat Youth Directors
1 year fixed term contract - renewable
- LOCATION:** Woodside Park United Synagogue
- WORKING HOURS:** Up to 4 hours per week
- HOURLY RATE:** Up to £15.00 per hour
- REPORTS TO:** Chair / Vice Chair
- JOB SUMMARY:** The posts of Shabbat Youth Directors are intended to expand and complement the range of religious, spiritual, cultural and communal activities provided to this key cohort of the community.
- MISSION:** *‘To develop and maintain an environment within which more Youth choose to participate in communal activities (on Shabbat & throughout the week); to inspire and to deepen their level of engagement with those activities and the community as a whole’*

CORE TASKS, RESPONSIBILITIES OF THE POST

The main function of the appointees will be as follows:

- Co-ordinate regular weekly Shabbat Youth mussaf services plus circa 8 full services per year
- Co-ordinate Services on the Chaggim including a number of full services
- Support boys & girls to participate actively in services
- Support boys to lead services (including co-ordination with squad leaders to provide opportunities for boys to lead services as they graduate squads)
- Lead regular 'Hot Topic' discussions groups each shabbat and chag
- Lead a number of Friday night meals / Shabbat lunches for youth to be hosted by the Rabbi or Parents (including working with the shul office to confirm numbers and order food etc)
- Undertake regular outreach activities (phone calls, texts, WhatsApp, email, SM posts) to build relationships with a wider group of youth and encourage participation in activities

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 that 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 with P'air, Tribe and the RCUS 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 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 candidates should demonstrate the following qualities, skills, and experience:

	Essential Criteria	Desirable Criteria
Qualifications	Deep knowledge of Orthodox Jewish religion, practice and culture	
		Ability to lead / facilitate the delivery of religious services
Skills and capabilities	Proven track record working with Young People in one or more of the following settings; Youth Organisations, Communal Role, Informal Education, Formal Education	
	Proven ability to work in and as a team	
	Ability to devise, manage and complete communal projects and events	
	Ability to devise and deliver educational materials /programmes to appeal to a range of religious observance	
		Some previous communal experience
		Working Knowledge of social media
		Ability to use basic office software (Word, Excel, PowerPoint)
		Experience working within a role with responsibility for outreach to less involved members of a community
Ideal Personal Attributes	Excellent interpersonal skills: approachable and affable with good social skills	
	Empathetic and insightful - interested in people	
	Excellent communicators - able to inspire	