



## United Synagogue

### Job Description

<b>JOB TITLE:</b>	Tribe Education Manager
<b>LOCATION:</b>	North Finchley
<b>WORKING HOURS:</b>	Full Time - 35 hours per week (plus evenings and weekends) Part Time also considered.
<b>SALARY:</b>	£40,000 per annum
<b>BENEFITS:</b>	20 days holiday, plus 8 Bank Holidays Auto Enrolled Pension Employee Assistance Programme EXEXEC Discount Portal

#### 1 MAIN PURPOSE OF JOB

You will take responsibility for all Tribe Educational projects, including Summer Camp programmes. Primary School Shabbatonim and school programmes. You will also be responsible for liaising with, developing and maintaining relationships with internal US departments to ensure the smooth running of all the Tribe Educational Projects.

#### 2 POSITION IN ORGANISATION

Line Managed by the Tribe Head of Operations.

#### 3 SCOPE OF JOB

#### NATURE & SCOPE

The Tribe Education Manager will support the Tribe Department by liaising with internal and external service providers, finding resolutions to issues raised. You will work closely with the Tribe directors to ensure Tribe Educational Projects run smoothly and that all preparation work has been undertaken to achieve this. Furthermore you will assist the Tribe Department build and maintain its credibility to empower lay leaders, staff, Synagogue administrators, managers and directors to fulfil their roles effectively.

#### **4 DUTIES & RESPONSIBILITIES**

- To organise and project manage and attend where required Tribe projects including:
  1. Responsible for compiling, writing and editing educational materials for projects agreed with Tribe Directors.
  2. Arranging Training and conferences for children service leaders, Cheder teachers.
  3. Coordinate Tribe Primary Schools Shabbatonim.
  4. Create and deliver innovative education programmes in Jewish Primary Schools.
- To work with US/OCR Synagogue leaders to ensure they are aware and promoting Tribe programmes.
- To work closely with all Tribe Professionals and consultants.
- To liaise with US/OCR Jewish primary school networks in order to promote Tribe.
- To assist the Tribe Directors develop strategies with the aim of promoting all Tribe Kids events.
- To co-ordinate a variety of external meetings from time to time
- Assisting other members of staff on an ad hoc basis.
- Attending Tribe Summer camps and programmes.

#### **6 EXPERIENCE**

##### **Essential**

- Previous active and strong participation in a Jewish framework.
- Experience of teaching in a formal UK Jewish primary school.
- Experience and proven ability to write and develop Jewish educational resources for young people
- Proven experience as a project manager.
- Previous experience of working within, or knowledge of the charitable sector
- Managing professional relationships with managers and employees at all levels
- Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.
- Proven experience in building partnerships.

#### **7 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 Line manager or other team members as required.

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

- Share with others within the Tribe 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

## **9 ABILITIES**

- Able to work unsupervised and to manage own workload with the willingness and enthusiasm to help balance the workload of other team members
- Must be able to pay attention to detail to ensure work is carried out with accuracy and the quality expected.
- The ability to manage and prioritise complex routines and project tasks is essential.
- Must be able to motivate and connect with the target age groups of Tribe.
- To work in a professional manner and developing effective working relationships with colleagues and Synagogue Representatives at all times.
- To be able to work as an effective and proactive member of the United Synagogue team

## **10 SKILLS**

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

## **11 KNOWLEDGE**

In depth Knowledge and practical experience of orthodox Jewish customs and practices.

The ability to read and converse in Ivrit.

## **12 COMMITMENT**

Must share the ethos of the United Synagogue and be committed to the aims of the United Synagogue and act as an ambassador for the organisation.

## **13 GENERIC OTHER DUTIES**

In undertaking the above role you will be expected to:

- Comply with any policies and procedures and code of expectations that United Synagogue may issue.
- 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.
- Undertake such other duties that occasionally fall within the purpose of the post.
- Maintain 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. 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 changes in legislation or The United Synagogue's operational procedures.

Undertake any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility

**Due to 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.**