

**United Synagogue Job Description**

**Job Title:** Community Events Co-ordinator

**Location:** Richmond Synagogue

**Salary:** £8,000 per annum

**Benefits:** 20 days holiday, plus Statutory Bank Holidays pro rata for part time workers & Jewish festivals when they fall on your normal working day

Childcare Vouchers

Auto enrolment Pension

**Reports to:** The successful candidate will be under the direction of the Richmond Rabbi but will report to the Chair of the Richmond Board, who will meet regularly with the Co-ordinator to monitor progress. The Community Events Co-ordinator will also liaise with other board and Shul members and with the United Synagogue Community Division and other departments.

**Hours:** Part time 12 hours per week, but some flexibility to facilitate some community events

**Job Purpose:** To develop relevant community activities for members and potential members with a view to widening the reach of the Synagogue and its building and bringing in more members and non-members via a host of targeted activities, thus growing the Synagogue membership.

**Duties and Responsibilities**

1. To establish with the community and its leaders the activities which will be of interest to the members and design programmes
2. To assess the relevance of similar work by other communities with the same objective in conjunction with the Board and leading members
3. To set up, often in conjunction with members, a range of activities, taking advantage of the facilities of the Synagogue building, covering learning, social clubs, recreation and culture
4. Carrying out overall event management as required
5. Managing the budget for events
6. Communicate with speakers and activity personnel as required
7. Market each event so it reaches our target market
8. Take responsibility for producing posters, leaflets and adverts and for using social media to publicise
9. Control and monitor the overall budget
10. Monitor attendance numbers and record via a data base, those attending each event
11. Update the website with our programmes
12. Deliver all events on time and on budget
13. Liaise with the Synagogue social committee, the US and its depts., i.e. Community and Tribe, and Living and Learning and K2 booking system
14. Always consider Health and Safety aspects and the security of the participants

**Generic other duties**

Must be:

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.

Undertake 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. They 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.

This post requires a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue.  Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.

**Person Specification**

Essential

* Experience in managing events and planning activities
* Ability to work to deadlines, to manage own workload and be self-motivated
* Strong communication skills, written and oral
* Strong IT skills, including use of internet, social media e mail and databases as well as Microsoft products, including Word, Excel and Power Point
* Ability to produce attractive posters and advertisements
* Very good inter personal skills and the ability to work with others; a team player, capable of building positive relationships in Richmond and the US
* Possession of a valid, current DBS certificate

Desirable

* Driving licence
* Understanding of Richmond community and Jewish life south of the Thames
* An understanding of a small, modern Orthodox community operating outside the heartlands of North London
* Educated to A level standard or equivalent