

**United Synagogue Job Description**

**JOB TITLE:** Programming Manager – Fixed Term Maternity Cover to 31st October 2018

**LOCATION:** Stanmore and Canons Park Synagogue

**WORKING HOURS:** Full time - 35 hours per week, including evenings and Sunday

**REPORTS TO:** Community Rabbi/Honorary Officers - supported and monitored, United Synagogue and by any persons delegated to be responsible for the provision of youth activities

RESPONSIBLE FOR: Youth Department and Young Families

**BENEFITS:** 20 days holiday (pro rata) to be taken during school holidays, plus Bank Holidays

Jewish festivals when they fall on a normal working day

Child Care Vouchers

 Auto-Enrolment

1. **MAIN PURPOSE AND SCOPE OF JOB:**

The aim is to expand the range of current religious, cultural and social activities provided for the youth of our Synagogue and to ensure that our premises are a successful, enjoyable and thriving centre for our youth both on Shabbat and during the week.

The Programming Manager will provide a positive Jewish influence and encourage the Jewish development of the youth of the community, with the focus of their work on the 9 -18 year old age group (School years Y5-Y13). They will be pro-active in building relationships with both the youth and their wider families. They will increase involvement of both the youth and their parents in all shul activities.

They will also be expected to organise the Shabbat and Festival services for children and youth. The Programming Manager is expected to research, create and implement programmes that will satisfy the needs of the youth in respect of their religious, cultural, and social requirements, with the aim of assisting their personal growth and development of a modem Jewish identity.

The Programming Manager will also be expected to assist the Community Rabbi with some of his projects and manage the Youth Office. They will work with the Tribe Executive Director and other Tribe youth workers to maximise the range of activities that can be offered.

##### GENERAL DUTIES

* To organise and manage the logistics of all youth programming.
* Some exposure to wider Community programming as and when required
* To coordinate all youth services and activities over Shabbat, High Holy Days and all festivals.
* To manage the arrangement of large parties for Succot, Simchat Torah, Chanukah and Purim.
* Work closely with and support existing committees of volunteers who organise events for children and young families, who support our youth and children’s services and who support all aspects of education for our younger members i.e. Arranging Bnei Mitzvah dinner, young family events/lunches/dinners.
* To run weekly programs, to be decided in the consultation with your line manager including Bat mitzvah programme, Club (4)56 and any other programmes.
* Work with the Community Rabbi to manage the YES Sunday morning programme and run the Kadima programme.
* To promote events and activities through regular phone, email, social media and SMS contact with youth & parents.
* To work with the Community Rabbi and FR to ensure programming in delivered within budget.
* Assist the Community Rabbi as and when required.
* To promote Tribe initiatives and events.
* To promote and coordinate any external initiatives.
* To report regularly to the Community Rabbi and a line manager from the Honorary Officer team.
* To attend Tribe meetings and training seminars specific to youth directors and youth leaders in similar roles.
* Manage and maintain the Youth and Community office.
* To liaise with the Tribe Executive Director and other Programming Managers/Youth Directors in similar roles regarding opportunities available via Tribe to the Youth.

##### PERSON SPECIFICATION

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

##### SKILLS & EXPERIENCE

* Proven experience in youth work and running programmes
* Excellent communication skills
* At least 1 years’ experience working with young people
* Good organisational skills
* Ability to work on own initiative
* Desire to promote modern Judaism
* Familiarity with social media
* Marketing, PR and advertising experience
* Ability to motivate affiliated and non-affiliated youth
* Substantial knowledge of Jewish customs and practices
* Able to work with deadlines, and in a very dynamic environment
* Proven experience as a proactive team member contributing to the success of the wider team and organisational goals
* Energetic and proactive attitude
* Creative with own ideas for programmes and activities
* Willingness to ask for and listen to ideas and feedback

**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
* **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**