

**United Synagogue Job Description**

**JOB TITLE:** Yad B’Yad Coordinator - one year, fixed term contract, may be extended by a further year, by mutual agreement

**LOCATION:** Stanmore and Canons Park Synagogue - Community Development Department

**WORKING HOURS:**  15 hours per week to include occasional evening telephone work

**SALARY**: £18,000 per annum pro rata

**REPORTS TO:** Board Members

**BENEFITS:** 20 days holiday pro rata

Bank Holidays and Jewish festivals when they fall on a normal working day

Ride-to-Work Scheme

Auto-Enrolled Pension

**PURPOSE OF ROLE:** To coordinate this exciting new project, providing creativity to projects, marketing, publicity and working across age groups at Stanmore and Canons Park United Synagogue

**DUTIES & RESPONSIBILITIES OF THE POST**

* To develop (with volunteers’ assistance), organise, publicise and market social action and education programmes. These will include:
* The ‘SAFIRE’ programme for the retired and semi-retired
* The ‘Stanmore in the City’ events programme for young adults
* The SACPS Health day including Blood Drive, Jnetics talk and health related collectathon
* The Gena Turgel Tea
* A Camp Simcha project
* The Three Festival ‘Bake, Make and Take’ programme for community members and local homeless charities
* The ‘Adopt a Granny’ project
* Create a database and data tracking system for the project
* Develop and manage a cadre of volunteers for all the programmes, ensuring contacts are maintained with all involved

**PERSON SPECIFICATION**

**The person to be appointed to this post should able to demonstrate the following knowledge, experience and skills:**

* Experience of marketing and publicity as well as sound administrative skills
* Excellent customer service skills
* A proven ability to manage projects, seeing them through from conception to delivery
* Good attention to detail
* Ability to set deadlines and prioritise accordingly
* To work independently
* Strong communication and interpersonal skills
* To maintain confidentiality
* Ability to work with multiple stakeholders within the community and beyond
* Good IT skills, the use of intranet-based systems, Microsoft Platform (Excel and PowerPoint) and the practical uses of social networking sites
* Knowledge of Jewish customs and practices of the United Synagogue

**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