

 **UNITED SYNAGOGUE JOB DESCRIPTION**

**JOB TITLE:** Children, Youth, & Young Families Youth Leaders

1st September – 14th October 2017 - if successful, consideration will be given to make the posts longer term

**LOCATION:** Barnet United Synagogue

**HOURS:** 20 hours per week - dependent on the needs of Yom Tov/Shabbat

**SALARY:** £1,000 for the period (1st September – 14th October 2017)

**REPORTS TO:** Line managed by local honorary officers and reporting to the Member of the Synagogue Executive Board with responsibility for Youth and Young Families (the “Line Manager”)

**BENEFITS:** 20 days holiday and Statutory Bank Holidays – pro rata for the duration

Childcare Vouchers – **should the posts become longer term**

Auto-Enrolled Pension – **should the posts become longer term**

**MAIN PURPOSE OF JOB**

* To engage and enthuse children, youth and young families in our shul
* To inspire and enhance children, youth and young families connections with vibrant, authentic Jewish life
* To develop programmes to engage and enthuse children, youth and young families in our shul

**SCOPE OF JOB**

To provide a positive Jewish influence and to encourage the Jewish development of the children, youth and young families of Barnet, building relationships and engaging with both the children, the youth and their families.

**DUTIES AND RESPONSIBILITIES**

* Initiate and maintain communication with all children, youth and young families and parents to encourage participation in all local and Tribe Central activities, using normal channels such as phone and face to face but also including social media e.g. Facebook and email.
* Lead children, youth and young families’ participation in community wide activities.
* Plan and lead a variety of activities suitable for children, youth, and their families of all levels of observance.
* Responsible, in co-ordination with the Line Manager, for children, youth and young families services on Shabbat and Festivals, provision of other activities including Girls Talk and other kiddushim, and Seuda & Shiur.
* Oversee the safety of all children, youth and young families at activities and adhere to Barnet procedures for children, youth and young families’ events both at the synagogue premises and off site.
* Co-ordinate with line management and board of management on plans and budgeting.
* You are required to attend any relevant training such as Child protection, First Aid, and training for children, youth and young families leaders including Tribe Engage conferences and meetings ancillary to that.
* To liaise with Youth Directors from other shuls, with Rabbi Lerer and the Honorary Officers and with Tribe Central and the US to deliver exciting and engaging programmes for children, youth and young families in our shul.

**PERSON SPECIFICATION**

**Skills & Experience**

* Proven experience in youth work and running and managing programmes/events.
* Substantial knowledge of Jewish customs and practices.
* Experience of being part of team, being able to undertake tasks on all levels.
* Outstanding phone manner and customer relationship experience.
* 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.
* Good interpersonal & oratory skills.
* An understanding and empathy towards the needs of today’s Jewish youth, children and young families of all levels of observance and the ability to engage effectively with them.
* Experience of office management and budgetary skills.
* Experience of supervising and managing staff and volunteers.
* Experience of working with lay leaders.
* The ability to use contemporary forms of IT communication systems.
* Committed to face to face work in formal & informal settings.
* Excellent communication skills.

**Desirable Qualities**

* Secular university education.
* Good skills in time management and in the organisation of work.
* Experience in Jewish youth & community work.
* Hold a current and valid driving licence.

**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**