



United Synagogue Job Description

JOB TITLE:	Events Executive - Young US
LOCATION:	North Finchley
WORKING HOURS:	Full Time - 35 hours a week, 5 days per week plus occasional evenings and weekends. Part time also considered
SALARY:	Dependent on experience
REPORTS TO:	Tribe Head of Operations
BENEFITS:	20 days holiday, plus Statutory Bank Holidays Jewish festivals when they fall on a normal working day Childcare Vouchers Auto-Enrolled Pension

1 MAIN PURPOSE OF JOB

To take responsibility for the Young US division of Tribe/US and arrange high quality events and trips that add value to people's Tribe/US membership and meets the Tribe/US mission.

2 SCOPE OF JOB

Nature & Scope

Young US Events Executive will support the Tribe/US Department by liaising with internal and external service providers, finding resolutions to issues raised and develop strategies to bridge the transition from Tribe members into TCM members and then into full US members.

3 DUTIES & RESPONSIBILITIES

- To organise and arrange events and trips based on the Young US 2015 plan, (including event planning and budgets)
- To encourage membership to TCM and the US
- To support communities in developing their TCM provision
- To develop strategies for recruitment to events
- To be responsible for ensuring the Tribe and You & Us websites advertise all Young US events
- To co-ordinate a variety of external meetings from time to time
- Liaising with Marketing and PR colleagues to promote the brand and events
- Attending all young US/TCM events and trips
- Assisting other members of staff on an ad hoc basis

4 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

PERSON SPECIFICATION

5 EXPERIENCE

- Previous active and strong participation in a Jewish framework
- 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

6 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 Tribe Managers or other team members as required

7 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

8 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 Young/US.
- To work in a professional manner
- Develop 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

9 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

10 KNOWLEDGE

- Knowledge of Jewish customs and practices
- Commitment
- Must share the ethos of the United Synagogue