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## United Synagogue Job Description

**JOB TITLE:** Community Development Coordinator

**LOCATION:** Golders Green Synagogue

**WORKING HOURS:** 21 hours, over 3 days a week

**SALARY:** c £15k per annum (based on experience)

**REPORTS TO:** Joel Clark, Chairman

**RESPONSIBLE FOR:** (1) Leading synagogue communications

(2) Planning and managing synagogue events

**BENEFITS:** 20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day

Employee Assistance Programme

Ride-to-Work Scheme

Auto-Enrolled Pension

**JOB PURPOSE:** To manage Golders Green Synagogue’s communications, maintain strong engagement with members and attract and retain new members

**DUTIES AND RESPONSIBILITIES**

1. **Leading synagogue communications**

* Liaising with synagogue rabbinic and executive teams to identify key messages to communicate to our membership
* Manage the communication of synagogue programmes and events throughout the year, through website, email, social media, phone, and mail
* Lead the management of the synagogue’s brand-new website, ensuring content is consistent and up to date
* Support the compilation of the annual magazine and regular news bulletins.
* Support the rabbinic and executive teams to build relationships with members, with a particular focus on new member engagement
* Help with preparing communication materials for semi-annual synagogue mailings

1. **Planning and managing synagogue events**

* Generate ideas for potential synagogue events, by following what other synagogues are doing, listening to member suggestions, liaising with rabbinic, executing teams, and using initiative
* Help with planning and execution of events, by ordering required items, booking events into the shul calendar, marketing the events to the community etc.
* Prepare and maintain the shul event calendar
* Identify and liaise with potential speakers

**PERSON SPECIFICATION**

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

* Previous experience in communications, planning and managing events is desirable but not essential
* Excellent written and verbal communication skills
* Demonstrate the ability to build good working relationships
* Excellent organisational skills, with the ability to manage and work efficiently within the time constraints of the role and under pressure
* Comfortable speaking to new people and representing the community positively
* Manage multiple tasks successfully
* Ability to work independently, collaboratively and to take initiative
* Excellent IT skills in order to update website content with photos and text
* Enthusiasm for Jewish life and community
* Creative and flexible to bring ideas for events suitable for the Golders Green Synagogue community

**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