



**BUSHEY
UNITED SYNAGOGUE**
TOGETHER WE CREATE COMMUNITY

United Synagogue Job Description

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| JOB TITLE: | Outreach & Youth Director - open to individuals or couples |
| LOCATION: | Bushey United Synagogue |
| WORKING HOURS: | 40 hours a week - 10/30 hour split for a couple |
| SALARY: | £33,000 per annum, pro rata where there is a split in hours, plus accommodation |
| REPORTS TO: | Honorary Officers |
| BENEFITS: | 20 days holiday, pro rata, plus Bank Holidays Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension |

JOB PURPOSE:

- Audience engagement in developing areas and demographics within Bushey.
- Engaging the Youth (c. 371 members aged 11 to 18 (school years 7-13) of the community and helping to build them as leaders for the future.

Bushey United Synagogue

Bushey United Synagogue is a dynamic, caring, passionate and friendly community that caters for one of the largest and most varied Jewish populations in the UK. Bushey has recently become the second largest community in the United Synagogue. Positioned at the edge of North London, we have all the warmth and spirit of a regional community powered by the energy and dynamism of a traditional London community. We are led by an unrivalled Rabbinic team and have enormous potential for growth and development.

The Synagogue exists to be a Jewish central hub offering a caring, engaging, and inclusive orthodox experience for the Bushey area, working closely with local organisations. We achieve this through dynamic, enjoyable, and comprehensive programming, encompassing different levels of religious observance, life stages and ages.

As the community continues to thrive, we are looking to appoint an outreach and youth Rabbi / Director or couple who can engage with the youth and parts of the Bushey area which have the potential for deeper engagement and new memberships. We are looking for someone with extensive Rabbinical learning to help bring stability into the role by being part of the community for the long-term.

The ideal candidate is a highly energetic and organised self-starter who is capable of working cross-functionally on the planning and the implementation of key projects. You will need to display versatility to handle ad-hoc projects as assigned. You will work as part of a small team, who are motivated and friendly.

COMMUNITY ENGAGEMENT SPECTRUM

Our goal is to become the Jewish Community of choice for people living in Bushey. We look at engagement as a spectrum of all Bushey Jews from those who are highly committed members who virtually 'live in Shul' to non-members who have no association with the Shul whatsoever.

This role has two key goals, first to acquire new members and secondly to deepen engagement with current members, especially the Youth of the community.

DUTIES AND RESPONSIBILITIES

OUTREACH

- To build relationships with members and non-members who are not closely affiliated with the community
- To target geographic locations which require specific attention to drive membership and deepen engagement for those that feel disconnected from the wider community
- To run a variety of activities including 1-1 study, discussion groups plus out-reach style meals and services and events to build connections
- To invest time into developing leadership potential from members living in these target areas

YOUTH ENGAGEMENT

- To become role models for our community's youth building relationships with older children, teens, and their families to enthuse those youth already committed and engage those not yet connected to our vibrant youth scene
- To plan, implement and publicise (to both youth and parents/carers) innovative and inspirational programmes with informal educational content, fun events and authentic, varied and engaging Jewish experiences that will empower and connect with Bushey youth aged between 11 and 18 (with varied levels of Jewish experience) in order that the youth
- To liaise with other Youth Directors, the Rabbinical team, a dedicated team at Bushey US and externally and with Tribe Central
- Co-ordination for youth services on Shabbat and Festivals, including provision for girls; regular youth kiddushim and for hosting Shabbat meals or other activities
- To run Shabbat services where youth 'take over' the main service including leining
- Prepare the youth of the community for leading services and/or presenting Divrei Torah

RABBINIC TEAM SUPPORT

- To support the Rabbinical team through the performance of limited rabbinic and pastoral duties.
- Supporting key community, educational and other projects and events as required
- To assist the Rabbinical team in designing and leading innovative Bar/Bat Mitzvah programmes for the youth of the community.
- To work with the rabbinical staff and community volunteers to develop programmes as and when the need is identified.

TRIBE

- To work closely with Tribe and Youth Directors of other communities
- Attend the Tribe Engage Conference, Youth Director training sessions and meetings
- Share ideas, coordinate, support, promote and participate in cross-communal events
- Promote and attend Tribe summer programmes, events, and trips

GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- To co-ordinate with the board on plans and budgeting through Line Managers.
- To ensure the website and social media is kept up to date for relevant activities
- 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

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

| Knowledge | Essential | Desirable |
|---|------------------|------------------|
| Solid grounding in Community Development with the ability to work unsupervised when needed, with a high level of self-motivation | ✓ | |
| Substantial knowledge of Jewish customs and practices | ✓ | |
| An understanding and empathy towards the needs of today's Jewish youth, children and young families and the ability to engage effectively with them | ✓ | |
| Excellent process & project management skills, preferably across multiple stakeholder groups | | ✓ |
| Extensive Rabbinical study and development (Yeshiva Study) | ✓ | |
| Experience | | |
| Strong organisational ability with experience of taking events from conception to execution | ✓ | |
| Experience of 3 rd party management with good negotiation skills | | ✓ |
| Proven experience in youth work and running and managing innovative and engaging programmes/events | ✓ | |
| Excellent interpersonal skills together with customer relationship experience | ✓ | |
| Office management and budgetary skills | | ✓ |
| Supervising and managing staff and volunteers | | ✓ |
| Experience in Jewish outreach work (Kiruv) | ✓ | |
| Qualifications | | |
| Undergraduate degree and/or qualification | | ✓ |
| Hold a current and valid driving licence | ✓ | |
| Rabbinical Semicha if a Rabbi | ✓ | |

| Areas | Skills and Behaviours |
|-----------------------------|--|
| Work Ethic | Ability to work with deadlines and well under pressure in a fast paced and dynamic environment |
| | Have high intellectual capability combined with commercial aptitude |
| | Committed to face-to-face work in formal & informal settings |
| | Willingness to work flexibly in terms of locations and working hours |
| | Be a team player, willing to get stuck in and roll their sleeves up |
| Communication Skills | Strong oral / written communication, collaboration & influencing skills |
| | Excellent interpersonal and oratory skills |
| | Have an open, honest, and friendly style and a proven ability to influence colleagues and stakeholders at all levels |
| IT Skills | Good IT skills including the use of communication systems |
| | Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.) |
| Insight | Think like a member of the community |
| | Understand the needs of different members |
| Organisation | Can prioritise many ongoing projects and tasks |
| | Good time management skills |
| | Be well organised and highly structured in how he/she develops and communicates ideas |
| Judaism | Passion for Judaism |
| | Desire to nurture their passion and enthusiasm for Judaism in others |