**United Synagogue Job Description**

**JOB TITLE:** Youth Director Team

**LOCATION:** St John’s Wood United Synagogue

**WORKING HOURS:** Full time – from 35 hours per week including evenings, weekends and Jewish festivals (to be split between the team)

**SALARY:** £20,000 per annum

**REPORTS TO:** The Honorary Officers

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays

Ride-to-Work Scheme

Auto-Enrolled Pension

Accommodation

1. **JOB PURPOSE**

The aim is to build upon the foundations laid by the previous Youth Leaders and expand the range of current religious, cultural and social activities provided for the youth of our Synagogue and to ensure that our premises are a successful, enjoyable and inspirational centre for our youth both on Shabbat, Festivals and during the week.

Activities will take place mostly on Shabbat and Festivals along with weekend and weekdays social events.

The Youth Directors will work closely with the Rabbinic Team, synagogue administrative team and the Honorary Officers to ensure programming for the youth is synchronised with other activities planned for the broader community.

The Youth Directors will provide a positive Jewish influence and encourage the Jewish development of the youth of the Community, with the focus of their work on the 4-17 year old age group (school years Reception-Y13).

They will be pro-active in building relationships with both the youth and their wider families, including the children of the Cheder and their families who are not yet members of our Synagogue.

They will also train and encourage the male youth to be leading services including leining and haftarah reading)and the female youth to give D’var Torah etc in the main Synagogue. More generally, they will look to empower the youth and help them develop a sense of ownership of the Synagogue and support of the community, by encouraging them to take initiatives.

The Youth Directors will also be expected to run and organise with Madrihim the Shabbat and Festival services for children and teens. The Youth Directors are expected to research, create and implement programmes that will satisfy the needs of the youth in respect of their religious, cultural and social requirements, with the aim of assisting their personal growth and development of a modern Jewish identity. The Youth Director will work with the Tribe Executive Director and other Tribe youth workers to maximise the range of activities that can be offered in St John’s Wood and with other local shuls.

1. **POSITION IN ORGANISATION**

The Youth Directors will be supported and managed by the Honorary Officers of St John’s Wood United Synagogue and by any persons delegated to be responsible for the provision of youth activities.

This will include the following:

* Financial support for salary, approved expenses such as Kiddushim, activity costs, etc
* Assistance and advice from lay leadership
* Assistance from the Rabbinic team
* Assistance from the Administrator and office staff

1. **DUTIES & RESPONSIBILITIES**

* To plan, develop and deliver a full annual plan [and multi-year strategy?] for the Youth of the community with a focus on age 4 to 17. This will include social events / activities for different age groups (such as movie nights, football tournaments, outings etc), larger recurring programmes such as Bar/Bat Mitzvah Club, ‘Learn To Lead’ programme etc., and educational events (e.g shiurim or guest speakers…)
* To arrange large parties for the children and the Youth during Festivals (Succot, Simcha Torah, Chanukah, Purim) and to be involved in planning with the rest of the Synagogue team larger Communal parties and events.
* To lead and coordinate Youth Services and activities on Shabbat and Festivals with the help of Madrihim.
* To empower the older youth and help them develop a sense of ownership of the Community. This should be done through teaching and training them to lead services, leining and haftarah reading and encouraging them to give a D’var torah on a regular basis. This will also mean organising ‘Youth take over Shabbat’ services.
* To reach out regularly to our younger members and their families, including families of the Cheder, to promote events and activities through Whatsapp, emails, phone calls, updates on the Shul website and other Social Media. This should include potential new members to the Synagogue and not just current regulars
* To run the ‘Anim Zemirot rota’ for pre-Barmitzvah aged boys in the Main Synagogue
* To help efforts to recruit new Synagogue members through the Kindergarten and Cheder pool of families and to help welcoming new members through specific and appropriate programmes.
* To maintain a regular contact with our Youth and their families by hosting Shabbat meals, Friday night events or any other activities during Shabbat afternoons.
* To promote Tribe initiatives and events and attend Tribe meetings and training seminars specific to Youth Directors in similar roles.
* To plan SJW-centric events in line with communal initiatives (e.g Mitzvah Day)
* To liaise regularly with the Rabbinic Team members
* To liaise with Tribe and other Youth Directors in similar roles regarding shared activities
* To maintain a budget
* To report regularly to a Line Manager who is nominated from the current Honorary Officers of the Synagogue

**PERSON SPECIFICATION – YOUTH DIRECTOR**

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| **Criteria** | **Essential** | **Desirable** |
| Certificate or diploma in Youth and Community Work. |  | X |
| Substantial experience of working in a Youth and Community Work setting on a full or part-time basis and running programmes. | X |  |
| Counselling qualification. |  | X |
| Excellent professional relationships skills when working with customers and employees at all levels; be willing to ask for and listen to ideas and feedback. | X |  |
| Be fully committed to the philosophy and practice of Orthodox Judaism. | X |  |
| Have experience in working successfully with both religious, non-religious and non-committed youth. | X |  |
| Excellent communication skills, both verbal and written. Fluent in English. | X |  |
| Ability to create own ideas for programmes and activities. | X |  |
| Willingness to ask for and listen to ideas and feedback. | X |  |
| Have the knowledge and experience to give shiurim and lead discussions at a range of levels up to youth in the sixth form. |  | X |
| Have experience in running local and residential Shabbatons. |  | X |
| Excellent understanding of younger people’s issues  (substance abuse, bullying, career choices). | X |  |
| Have a good understanding of the Jewish Community, Judaism and Jewish Values. | X |  |
| Ability to work with deadlines, and in a very dynamic environment. | X |  |
| Understand empowerment of young people and put this into practice. | X |  |
| Energetic and proactive attitude. | X |  |
| Possess excellent interpersonal skills, be articulate, creative, intelligent and self-motivated and have the self-confidence to build and maintain strong relationships. | X |  |
| Proven experience as a proactive team member contributing to the success of the wider team and a proactive attitude. | X |  |
| The ability to integrate themselves into the community. | X |  |

**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**