



## United Synagogue Job Description

<b>JOB TITLE:</b>	Youth Directors/ Couple
<b>LOCATION:</b>	Hampstead Garden Suburb Synagogue (HGSS)
<b>SALARY:</b>	Dependent on experience
<b>WEEKLY HOURS:</b>	Full time and/or Part Time
<b>LINE MANAGED BY:</b>	Community Rabbi
<b>REPORTS TO:</b>	Community Rabbi and HGSS Synagogue Council Member responsible for Youth
<b>BENEFITS:</b>	20 days holiday plus 8 Bank Holidays (pro rata for part time) Auto-enrolled Pension Cycle to work Scheme Employee Assistance Programme Accommodation available if required for the role

### JOB PURPOSE:

The purpose of this post is:

- To engage all the Youth (Years 7-13) of our Community by:
  - Delivering a full range of religious, educational, and social programmes that generate excellent attendance.
  - Inspiring and enhancing the Youth's connections with a vibrant, modern orthodox Jewish life & Israel.
- To nurture our Youth to be leaders of the next generation.
- To act as role models within the community e.g. punctual attendance of all religious services, appropriate behaviours and leadership skills.
- To work with that Rabbinic Team and Shul Office to ensure that all activities are organised within the broader programme of activities and that they comply with all relevant regulations and within budget.

## KEY TASKS AND RESPONSIBILITIES

- **Services:**
  - To ensure Youth Services are planned and organised efficiently on Shabbat and festivals.
  - To help prepare our youth members play an active part in services.
  - To organise and provide regular and exciting kiddushim.
  - To provide and facilitate learning for the youth and encourage involvement.
  - To provide interesting speakers for Shabbat morning programmes where applicable.
  - To arrange periodic youth takeovers where the youth take over the running of the main service.
  
- **Programming:**
  - To organise and manage appropriate programming for each year group in a way that stimulates, excites and connects the youth to our shul and community, e.g. leadership programmes, social action.
  - To be involved with projects and events run for the wider community, where necessary.
  
- **Education:** To provide inspiring speakers and educational events throughout the year for all age groups.
  
- **Social Events, Clubs & Trips:** To arrange and organise social events and trips, including clubs, for all age groups, as well as events around the Yomim Tovim and other times of the year.
  
- **Shabbat and Sunday hours:** These hours will be subject to confirmation as mutually agreed with the post- holder.
  
- **Bar/Batmitzvah Programme:** To assist the Rabbinic Team in the programmes run for pre-Bar/Batmitzvah children.
  
- **Administration:**
  - To oversee all aspects of the organisation of Youth activities.
  - To maintain the youth budget.
  
- **Marketing:**
  - To ensure that the Youth and their parents are aware of all the events that are relevant to them.
  - To use social media to communicate in the most effective way with our Youth.
  
- **Hospitality:** To entertain the Youth in the community for Shabbat and Yom Tov meals including Friday night Onegs and Seudah Shlishits for various age groups.

- **Tribe:** To work with Tribe, networking with youth directors of other communities, attending Tribe Youth Director training sessions and meetings, sharing ideas and coordinating joint events as well as attending various Tribe camps and trips.

### **Other Generic duties**

Must be:

- 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 and be committed to own continuous professional development.
- Carry out any other reasonable duties as may be assigned to you, consistent with the nature of the job and its level of responsibility.
- Undertake such other duties that occasionally fall within the purpose of the post.
- Maintaining high levels of discretion and confidentiality at all times.

## PERSON SPECIFICATION - YOUTH DIRECTORS

Criteria	Essential	Desirable
Certificate or diploma in Youth and Community Work		X
Proven experience in Youth and Community Work setting on a full or part-time basis and running programmes		X
Ability to motivate affiliated and non-affiliated youth	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	
Substantial knowledge of Jewish customs, practices and values in order to be 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, and create own ideas for programmes and activities	X	
Have the knowledge and experience to give shuirim 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 (drug abuse, bullying, career choices)	X	
Create own ideas for programmes and activities.	X	
Understand empowerment of young people and put this into practice	X	
Possess excellent interpersonal skills, articulate, intelligent and self-motivated along with the self-confidence to build and maintain strong relationships	X	
Proven experience as a strong and proactive team member contributing to the success of the wider team, organisational goals and community, with the willing to undertake tasks on all levels	X	
Ability to work to deadlines in a very dynamic environment	X	

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They 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 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.