



## United Synagogue Job Description

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| <b>JOB TITLE:</b>       | Secretary/PA to the Conversion Coordinator   |
| <b>LOCATION:</b>        | 305 Ballards Lane, North Finchley - London   |
| <b>WORKING HOURS:</b>   | 14 hours - 2 days per week   |
| <b>SALARY:</b>          | Dependant on experience  |
| <b>REPORTS TO:</b>      | Coordinator of the London Beth Din   |
| <b>RESPONSIBLE FOR:</b> | N/A  |
| <b>BENEFITS:</b>        | 20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day<br>Employee Assistance Programme<br>Ride-to-Work Scheme<br>Auto-Enrolled Pension |

### JOB PURPOSE:

The post has arisen for the position of Secretary/PA to the Conversion Coordinator of the London Beth Din.

### DUTIES AND RESPONSIBILITIES

The position involves corresponding with Conversion applicants from their initial approach (you are the enquirer's first point of contact), opening and maintaining Conversion files, liaising, and corresponding with the candidates, tutors and host families, fielding emails and telephone calls, arranging interview appointments for the applicants with the Dayanim throughout the process and, when cases are ready for completion, arranging Brit Milah (when appropriate) and Mikvah attendance. The post is varied and interesting. The successful applicant will work closely with the Gerut Coordinator and will have regular interaction with the Dayanim.

## **PERSON SPECIFICATION**

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

- Clerical and secretarial skills
- Organisational skills
- Good interpersonal skills
- Initiative
- ability to work alone when necessary
- Ability to multi-task
- Pleasant telephone manner

## **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