



United Synagogue Job Description

JOB TITLE:	Social Responsibility Manager
LOCATION:	The US Centre, 305 Ballards Lane, Finchley, N12 8GB US
HOURS:	35 hours, Full Time (some evening and weekend work will be required)
SALARY:	£35,000 per annum (depending on experience)
REPORTS TO:	Head of Chesed
BENEFITS:	20 days holiday, plus 8 Bank Holidays Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension

JOB PURPOSE

The social responsibility manager will lead and inspire shuls, their members, US volunteers and the Chesed team to engage with a range of projects. Responsible for ensuring successful delivery of existing social responsibility projects and creating new social responsibility initiatives in line with the aims and objectives of the United Synagogue. In addition, the Social Responsibility Manager will act as deputy to the Head of Chesed, providing support across the full range of Chesed projects.

DUTIES & RESPONSIBILITIES

Key Responsibilities:

- Ensuring ongoing success of existing social responsibility projects:
 - Asylum seekers drop in centres
 - Cooking initiatives in shuls
 - Donation Campaigns
 - Mishloach Manot Project
 - Pop up restaurant

- Program Development and Planning
 - Identifying and evaluating social responsibility opportunities and building relationships and collaborating with external social responsibility groups
 - Research and develop environmental projects
 - Develop an annual calendar of events
 - Attract and connect with US members interested in social responsibility engagement
- Acting as Deputy to Head of Chesed
 - Assisting with weekly food project
 - Contributing to planning and implementation of annual Chesed Conference
 - Providing back -up on Chesed projects as required
- Line Management Responsibility of Chesed Fieldworker
- Communications
 - Create marketing materials to promote projects
 - Ensure PR material for social responsibility events
 - Use social media to ensure coverage in all media
 - Provide text for Chesed newsletters, US-wide e-mails etc.
- Manage existing social responsibility volunteers and recruit and train new volunteers for the projects
- Be the social responsibility representative for the US providing timely responses to questions, comments, and requests for information about US social responsibility
- Manage and approve social action budget expenditure
- Ensure social responsibility programs are welcoming, accessible and safe
- Continuously review ways to improve the projects and volunteer experience
- Represent the company in a professional, enthusiastic and positive manner

PERSON SPECIFICATION

Skills and Attributes:

- Passion for social responsibility
- Strong leadership, organisational, administrative and group facilitation skills
- Knowledge and understanding of Jewish customs and practice
- Highly developed inter-personal and communication skills coupled with the ability influence at all levels within the business
- Capacity to think strategically and analytically about social, economic, cultural, and political issues affecting both the Jewish and the wider community
- Strong decision-making skills
- Ability to work successfully with the latest social media, website and Microsoft tools (Facebook, WordPress, MS Word, MS Excel, MS PowerPoint)
- Degree preferred

Personal skills:

- Self-motivated, confident and able to work independently
- Proactive with a can-do attitude
- Anticipates and overcomes obstacles
- Self-aware, optimistic, and open to change
- Team player
- Flexible

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.**