



## United Synagogue Job Description

<b>JOB TITLE:</b>	Youth Director
<b>LOCATION:</b>	Edgware United Synagogue
<b>WORKING HOURS:</b>	Part time, 12 hours pw but would entail each Shabbat plus one or two weekday evenings.
<b>SALARY:</b>	£10,000 pa per successful candidate for 12 hours. Pro-rata salary possible for reduced hours
<b>REPORTS TO:</b>	Community Development Manager
<b>BENEFITS:</b>	20 days holiday, plus 8 Bank Holidays (pro rata) Ride-to-Work Scheme Auto-Enrolled Pension (if eligible)

### JOB PURPOSE

#### 1 MAIN PURPOSE AND SCOPE OF JOB:

To make Edgware United a thriving centre of enjoyable events for our youth both on Shabbat and during the week. To expand the involvement of our youth in a range of current religious, cultural and social activities.

The Youth Directors will provide a positive Jewish influence and encourage the Jewish development of the youth of the community. They will be pro-active in building relationships with both the youth and their wider families. They will increase involvement of the youth in all shul activities.

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.

They will also be expected to organise the Shabbat and Festival youth activities including formal religious services as necessary together with Youth gabbaim.

The Youth Director(s) will work with the Tribe Executive Director and other Tribe youth workers to maximise the range of activities that can be offered in Edgware and, in time, with other local US shuls.

### **POSITION IN ORGANISATION:**

The Youth Director(s) will report to the Community Development Manager (CDM) and will be supported by the Honorary Officers and by any persons delegated to be responsible for the provision of youth activities.

This will include the following:-

1. Financial support for salary, approved expenses such as Kiddushim, activity costs etc.
2. Assistance and advice from lay leadership
3. Assistance from the Rabbinic leadership: Rabbi David Lister
4. Assistance from the Community Manager and office staff

### **GENERAL DUTIES:**

- To Promote Edgware United events and activities to youth & parents. This will be done face to face and through regular phone calls, email, text and other social media, as well as maintaining the youth section of the Shul's website
- Planning ahead for events - at least 6 months in advance
- Involvement in Cheder on regular ad hoc basis to keep their involvement following Bar/Bat Mitzvah
- To arrange social events/activities for the youth. This can be both in person and virtual and include
  - a weekly Club for various age groups
  - a monthly events including outings as well as activities onsite at Shul
  - regular phone calls to drive up engagement in all events
  - Sunday evening chats
- To coordinate youth services and activities on Shabbat and Festivals
- To arrange parties for the Chaggim (e.g. Succot, Simchat Torah, Chanukah and Purim)
- To discuss progress and plans with the Community Development Director on a regular basis
- To discuss progress and plans with the Senior Rabbi as required
- To promote (where appropriate) Tribe initiatives and events. To search for opportunities available via Tribe, for example through the Executive Director
- To attend occasional Tribe meetings and training seminars specific to youth directors and youth leaders in similar roles
- To maintain a budget

### **SHABBAT/ YOM TOV DUTIES:**

- To organise Shabbat Discussions as well as Youth service
- To host periodic Shabbat meals for youth and other members.
- To host periodic Friday night Onegs

## PERSON SPECIFICATION - YOUTH DIRECTOR

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.	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 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 (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	

## **ADDITIONAL REQUIREMENTS**

- 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**