

## United Synagogue Job Description

**JOB TITLE:** Community Director

**LOCATION:** Mill Hill United Synagogue

**WORKING HOURS:** The standard basic working week is 35 hours, exclusive of meal breaks. The requirement of your position also means that you will be expected to work such hours as are necessary to complete your work.

**SALARY:** Up to £38,000 pa

**REPORTS TO:** Chair of Mill Hill Synagogue

**BENEFITS:** 28 days holiday, inclusive of Bank Holidays.

Major Jewish festivals, when they fall on a normal working day and the office would be closed.

Childcare Vouchers.

 Auto-Enrolled Pension.

**PURPOSE OF THE ROLE**

* To be the face and executive leader of Mill Hill Synagogue – a modern, vibrant and active community, one of the largest in the United Synagogue, with a fast growing membership
* Managing all Shul events and activities from festivals to speaking events and anything in between
* Driving a communication strategy with members and be responsible for all external communications (including PR, website and social media)
* Marketing the Ner Orre Community Centre - ensuring it is achieving its maximum income and usage potential
* To develop good working relationships with our rabbinic team and work closely with our team of Honorary Officers
* Supporting all volunteer groups and committees and responsible for building our volunteer base

**DUTIES & RESPONSIBILITIES**

* The Community Director, whilst an employee of the United Synagogue, is the public face of Mill Hill Shul, and is responsible for liaison with members and external parties, as and when required
* Facilitate, support and oversee all shul events including but not limited to Purim, Yomim Noraim, Simchat Torah, Shabbat UK, Yom Haatzmaut, Yom Hazikaron, Shabbatons, Chanukah, Pesach, Shavuot, Sukkot etc.
* Forward planning Shul events and the Shul calendar, and overseeing budgets, in conjunction with the Shul’s Financial Representative
* Oversee and organise a programme of events for members and the wider community at the Ner Orre Centre, ensuring its Annie and Samuel Levy Hall is fully utilised (hired out by third parties as well as delivering activities for members)
* Deliver marketing for the Ner Orre Community Centre and work towards ensuring that the Centre is booked to capacity at all times. Regular liaison and relationship building with organisations that could regularly use the Hall
* Be responsible for all Shul marketing – working with designers to produce flyers, posters etc. for all shul events
* Attend and be the secretariat for all Board and Executive meetings and provide support to the Chairman and other Executive members as and when required - including writing, distributing and following up on meeting minutes and member correspondence
* Be responsible for all member communications, particularly member emails including weekly email, weekly adult education email and regular event emails - know how to segment database to improve targeting of member emails
* Responsibility for collating and editing the weekly newsletter
* Overall responsibility for the Shul website - working closely with volunteers who manage the site for the Shul, update / upload content as and when required
* Responsibility for Shul PR – contacting Jewish press post-event with images, quotes etc.
* Provide support to both Rabbis – including research, booking venues, sourcing entertainers, speakers, project management etc.
* Responsibility for the annual magazine distribution and involvement in magazine planning and collating copy
* Responsibility for Shul social media, especially for administering and regularly posting in the Shul’s Facebook group
* Support adult education programmes and supporting volunteer teams who run the programmes
* Support long-established and newly formed volunteer committees, including NW7 Kids / NW7 committee / Seniors committee / Munchkins and other groups of volunteers who require support from the office
* Support children’s events and programming, including CRP and weekly kids services
* Volunteer liaison - grow and recruit the number of volunteers and programme leaders supporting the Shul and our events
* Work with the Honorary Officers and a team of volunteers to oversee Yomim Noraim plans, and logistical arrangements for overflow services etc.
* Support new members’ programmes, ensuring all members receive a warm welcome. Create a new members’ pack and ensure it is continually updated
* To be the public face of Mill Hill Shul - liaise with members and external parties as and when required
* Support development of new events and groups
* The role will include liaison with, and the active supervision of the management of the Shul, Nursery and Cheder
* Liaison and relationship building with other local Jewish organisations and schools and maintain good relationships with the Shul’s neighbours
* Regular liaison with the United Synagogue on all relevant matters, including legal, staffing and premises
* The Community Director is ultimately responsible for the management of the office and facilities staff, through the line management of the Office Manager, Office Administrator and Facilities Manager
* Responsible for overseeing the upkeep of premises and fabric of the building. The Community Director will also work with other members of staff to ensure that the Centre is maintained properly, in a safe condition and that the facilities employees are effectively engaged

**PERSON SPECIFICATION**

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

**Abilities**

* The jobholder will have managerial experience in a similar environment
* The jobholder will be able to work unsupervised and to manage their own workload, and deliver results under pressure, to tight deadlines and objectives
* They will have the ability to carry out own work with a high level of accuracy, ensuring attention to detail
* To manage and prioritise a wide range of administrative tasks and duties, both complex and routine
* To work in a professional manner at all times, and develop effective working relationships with colleagues and external customers
* To be able to work as an effective and pro-active member of the Synagogue team
* Liaise with Synagogues on a regular basis to ensure there is a constant flow of information between the jobholder and the Synagogue

**Skills**

* Demonstrable experience in marketing, communications and event organisation
* Excellent communication skills both written and verbal
* Demonstrable leadership skills/experience
* Demonstrable skills in time management and planning
* Strong computing skills and substantial experience of using Microsoft Word, Excel, Outlook, and intranet based systems and databases, together with experience of using social media for communications
* Skilled at delivering a consistently high quality customer focused service

**Knowledge**

* Considerable knowledge of Jewish customs and practices
* You will be committed to the values, aims, and objectives of the United Synagogue

**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**