



## United Synagogue Job Description

<b>Job Title:</b>	Youth Worker
<b>Location:</b>	Watford
<b>Hours:</b>	Part time - Approximately 6 hours per week (evenings and weekends) dependent on need. Hourly pay will be applied to this role.
<b>Salary:</b>	According to experience
<b>Reports to:</b>	To be advised - Chairman at present
<b>Benefits:</b>	20 days holiday, plus Statutory Bank Holidays pro rata & Jewish festivals when they fall on your normal working day Childcare Vouchers Auto enrolment Pension

### Job Purpose:

The purpose of this post is to:

- To develop youth programmes and activities to engage young people in our shuls
- To inspire and enhance young members' connections with vibrant, authentic Jewish life
- To liaise with other youth workers to deliver exciting and engaging programmes for young people in our Shuls

### 2 DUTIES & RESPONSIBILITIES

- Responsible for weekly clubs
- Promotion of Tribe membership
- Responsible for implementing and running the SMILE programme for 'movies and morals'
- Responsible for organising and running a termly trip or event for each year group throughout secondary school
- Responsible for attending Shabbat Services and running youth services and discussion groups
- Responsible for bringing groups of youth from the community to National Tribe events to participate in activities with youth of the same ages from other communities across London and the UK ( e.g. Weekends away, Summer Camps and Football Frenzy)
- Required to liaise with other Tribe professionals in similar roles in other communities
- Required to attend Tribe meetings and training seminars specific to youth directors and youth leaders in similar roles

- Responsible for maintaining the programmatic budget
- Responsible for implementing the Tribe youth curriculum as appropriate, to enhance the Jewish life of teens in the community
- Responsible for publicising Tribe events in the community and liaising with other youth leaders in those regions relating to shared events and umbrella events
- Required to liaise regularly with a line manager who sits on the shul board, with the Rabbi and with the Tribe Teens Executive regarding all events for the youth of the community.
- Required to ensure that all the appropriate United Synagogue Health & Safety and Child Protection protocols have been followed for all events held either in or out of the Synagogue and all appropriate documentation is filed accordingly.

### **Generic other 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.
- Undertake 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. 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.**

## **PERSON SPECIFICATION**

### **ESSENTIAL SKILLS & EXPERIENCE**

- Proven experience in youth work and running programmes
- Ability to motivate affiliated and non-affiliated youth
- Substantial knowledge of Jewish customs and practices to promote modern Judaism
- Excellent communication skills
- Good organisational and administrative skills
- Ability to use their initiative and work with tight deadlines in a very dynamic environment
- Outstanding phone manner and customer relationship experience
- Experience of being part of team, being able to undertake tasks on all levels

### **OTHER**

- You will be expected in undertaking the above role to comply with any policies and procedures that United Synagogue may issue
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility