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## United Synagogue Job Description

**JOB TITLE:** Community Director

**LOCATION:** Hampstead Garden Suburb Synagogue

**WORKING HOURS:** The standard basic working week is 35 hours, including every third Sunday from 10:00 to 13:00. The requirement of the position also means that you will be expected to work such hours as are necessary to complete your work and facilitate community events

**SALARY:** Up to £40,000 pa (commensurate with experience)

**REPORTS TO:** The Honorary Officers – Hampstead Garden Suburb

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

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

Childcare Vouchers

Auto-Enrolled Pension

**PURPOSE OF THE ROLE:**

* To be the Community Director leader of Hampstead Garden Suburb Synagogue – a modern, vibrant and active community, one of the largest in the United Synagogue
* Develop and be responsible for the implementation of a community wide strategy, to ensure we sustain and grow the energy, diversity and vibrancy of our community
* Work with the Rabbinic, Professional and lay leadership teams to formulate and coordinate a programme of activities that facilitates a broad range of religious, cultural, social and educational activities, that engages all sections of our community
* Oversee and have responsibility for the operational and administrative functions of the synagogue including membership services, finance, marketing and communications
* Ensure that the synagogue office runs efficiently and effectively and be the direct line manager for all the professional staff (excluding the Rabbinical team)

**COMMUNAL RESPONSIBILITIES**

* Ensure our approach is inclusive and co-ordinated across the various activities and events that occur with community and the different user groups
* Develop educational, cultural and social programmes for a range of age and interest groups in conjunction with the Rabbinical and lay leadership teams
* Work with the Rabbinical team to provide the infrastructure for Jewish religious life within the community
* Attract, develop and maintain volunteer groups to support the implementation of programmes and events
* Responsible for the liaison with leadership of Kerem School and the Aleph Learning Centre
* Working with the United Synagogue on all relevant matters
* Liaison and relationship building with other local communal organisations as required

**SYNAGOGUE MANAGEMENT**

* Work with the professional team to instil a strong culture of member focused services
* Ensure professional management structures are in place
* Lead and manage the office staff, setting performance targets, and carry out regular performance reviews
* Facilitate the maintenance of the membership database, ensuring records are kept up to date with the ability to segment the database to improve targeting of member emails
* Formulate a marketing and communication plan including the effective use of the synagogue website and social media to ensure activities and events are effectively publicised
* Forward planning of events and overseeing budgets, in conjunction with the Financial Representative
* Work with the Facilities Manager and Head of Security to ensure the maintenance, security and safety of the building

**PERSON SPECIFICATION**

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

**Abilities**

* Managerial experience in a similar environment
* Ability to work unsupervised and to manage their own workload
* Ability to deliver results under pressure, to tight deadlines and objectives
* Ability to carry out own work with a high level of accuracy, ensuring attention to detail
* To manage and prioritise a wide range of tasks and duties, both complex and routine
* To work in a professional manner at all times, and develop effective working relationships with colleagues and members
* To be able to work as an effective and pro-active member of the Synagogue team

**Skills**

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

**Knowledge**

* 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**