

**United Synagogue Job Description**

**Job Title:** Part-timeAdministrative Assistant

**Location**: Bushey Burial Office

**Working hours:** 27 per week

Tuesday – Thursday

Sundays (08.30 – 13.00)

**Annual Salary:** Depending upon experience

**Reports to:** £25,000 pro rata per annum

**Benefits:** 20 days holiday, plus Statutory Bank Holidays (pro rata based on the hours above)

Jewish festivals when they fall on a normal working day Childcare Vouchers

 Auto-Enrolled Pension

**JOB PURPOSE:**

The purpose of this post is to:

Arrange funerals at all United Synagogue cemeteries, liaising with family members, United Synagogue personnel and relevant authorities as required.

**MAIN DUTIES:**

* Dealing with bereaved families and assisting them in all aspects related to arranging a funeral from the moment that the United Synagogue Burial Society is advised of a death to the funeral itself.  Training will be given. This will involve working with other USBS personnel, United Synagogue membership department, synagogues and ministers as well as hospitals and other external authorities as required.
* Dealing with all administrative records in accordance with USBS procedures related to funeral arrangements and management information including updating of accounting records and relevant database.
* Liaising with superintendents and Chevra Kadisha members regarding daily duties and rota requirements in respect of both funerals and stone settings.
* Dealing with grave reservation enquiries and procedures
* Dealing where necessary with families and other visitors to Bushey Cemetery.
* Responsible with other members of the team for the smooth and effective running of the office
* Assisting with other duties as reasonably requested

**INTERACTIONS**

Liaison with bereaved families, Hospital Mortuaries, Patient Affairs Offices and Nursing Homes as well as internally, with Cemetery Superintendent, Foreman, and Chevrah Kadisha, Ministers and Synagogue Administrators.

**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

**PERSON SPECIFICATION**

***In a series of brief statements identify the essential knowledge, skills and behaviours required.***

* A strong communicator (on the telephone and face to face, with people who may be distraught)
* Able to work well under pressure with good organisational skills
* Ability to prioritise
* Ability to pay attention to detail
* Be a team player
* Computer literate – Word, Excel , Outlook, database experience
* Knowledge of Jewish laws relating to burial would be advantageous