



UNITED SYNAGOGUE JOB DESCRIPTION

JOB TITLE:	Youth Director (part time)
LOCATION:	Highgate United Synagogue
HOURS:	Average of 6 hours per week (term time, 34 weeks per year)
REPORTS TO:	The Rabbi and the Youth Committee Leader
BENEFITS:	20 days holiday, plus 8 Bank Holidays Jewish festivals when they fall on a normal working day Childcare Vouchers Auto-Enrolled Pension

1. MAIN PURPOSE AND SCOPE OF JOB

- To develop and deliver programmes that will engage young people in the life of our shul. We are an informal, friendly and warm community of approximately 250 families, including 200 children (0-18 years), the majority of whom attend secular schools.
- To inspire young members' connections with other Jewish children in order to support their development of a vibrant and authentic Jewish identity and a connection with Highgate shul.
- Programmes should be focused on encouraging children's' participation on Chagim, some Shabbats, and in other fora, e.g., cultural programmes, community service activities. Our aim is that children feel comfortable and happy when they come to Highgate.
- The primary age range in scope for the Madrich is from Year 1 (age 7+) to Year 13 (age 18). Our events are often organised by age group: school years 3-6, school years 7-9, school years 10-13. There will also be some activities for under 7's.

2. DUTIES AND RESPONSIBILITIES

- To be a visible and enthusiastic facilitator of youth activity.
- To produce an annual event planner (with the help of the Youth Committee) which can be distributed to the Community at the beginning of the academic year.
- To ensure that youth services are planned, organised and run efficiently one Shabbat per month, and additionally on festivals.
- To arrange and organise creative social events for a range of age groups (at least one per term, term time only), as well as events around festivals.
- To join the community for monthly Shabbat and Yom Tov meals (accommodation provided if needed).
- To identify youth madrichim, and to prepare materials and offer training, to help them run children's' activities over festivals and during other activities, when relevant.
- To take the older youth (GCSE and Sixth Form) out to a restaurant for a meal, twice per year.
- To support, and encourage youth participation in, special interest activities at Highgate Synagogue, including: Mitzvah Day, Shabbat UK, our magazine, our youth klezmer group ("Highnotes"), a youth table at the annual Supper Quiz, welfare activities.
- To liaise regularly with the Rabbi, Community Manager and the Youth Committee and come in to the office if necessary during the week, no more than once per fortnight, to ensure communications are effective and events are planned and are going ahead as intended.
- To publicise and market events to the appropriate age groups/parents through email, phone calls, posters. Help to maintain our database to ensure this marketing is effective and current.
- To maintain ongoing communication with youth and parents to encourage engagement and regular participation.
- Continue to cultivate a positive and professional relationship with Tribe and to network with Madrichim of other communities and attend Tribe meetings to share ideas and coordinate joint events, as appropriate.
- Miscellaneous - there may be other duties as agreed between the Madrich and the Rabbi/ Youth Committee Leader, including but not limited to: support the running of The Zone (Year 7 Sunday morning programme), Year 8 volunteering project, keeping Shabbat friendly games and books in good order on Synagogue premises.

3. PERSON SPECIFICATION

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

Essential Skills & Experience

- Proven experience in youth work and running programmes/events, ideally with youth-movement background and relevant experience.
- Approachable, creative, friendly, empathetic, outgoing and open-minded with a sense of fun.
- Ability to act as a role model and to motivate youth; affiliated and non-affiliated.
- Substantial knowledge of Jewish customs and practices.
- Excellent interpersonal skills: Articulate, confident and able to build and maintain strong relationships.
- Self-motivated and proactive; able to work independently as well as part of a team.
- Experienced team player, able to work well with others and undertake a variety of tasks; a contributor to the success of a wider team and organisational goals. #
- Excellent verbal and written communication skills. Has a good phone manner; customer relationship experience is helpful. An excellent understanding of the best way to communicate the right message at the right time; text, email, phone, poster, etc. Comfortable with deadlines and able to deliver against agreed timescales.
- Organised and efficient.
- Strong computer skills.
- Able to manage a budget.

Desired Skills & Experience

- Holds a current, valid driving license.
- University education.
- Experience of working with lay leaders of a community.

4. 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.