



United Synagogue Job Description

JOB TITLE:	Youth Directors (would suit a married couple) One Year Fixed Term Appointment
LOCATION:	Hendon
WORKING HOURS:	Two individuals, each working 10 hours per week including Shabbat and Yom Tov Services *
SALARY:	£5,000 per annum for each individual
REPORTS TO:	Board members responsible for Youth
BENEFITS:	20 days holiday, plus statutory Bank Holidays (pro rata) Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension EXEXEC Discount Portal

MAIN PURPOSE OF JOB

- To develop youth programmes to engage young people in our Shul
- To inspire and enhance young members' connections with vibrant, authentic Jewish life
- To liaise with our rabbinical team
- To liaise with other youth workers to deliver exciting and engaging programmes for young people in our Shul
- Nurture our youth to be leaders for the next generation

MAIN ACTIVITIES & RESPONSIBILITIES

- Responsible for organising and running Shabbat and Yom Tov programming, including weekly Shabbat morning and Yom Tov services* for those in school years 7-13.
- Responsible for organising and running out of Shul activities trips or events including a continuation of the Shul's successful Friday Night Live events**
- To assist with the smooth running of the community's Bar and Bat Mitzvah programmes

*If Youth services for either Shabbat or Yom Tov are not possible at any time due to Covid19 restrictions then the expectation would be for regular alternative davening to be arranged over Zoom or a similar platform.

**All events must comply with Government and United Synagogue guidelines in connection with Covid19 and if necessary alternatives should be delivered remotely.

- To attend meetings and training seminars specific to Youth Directors and Youth leaders in similar roles.
- Responsible for maintaining a pragmatic budget.
- To liaise regularly with line managers (and the Shul office manager as appropriate) regarding all events for the youth of the community.
- To ensure that all 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 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**
- **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

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

Criteria	Essential	Desirable
Proven experience of successfully working in a Youth and Community Work setting on a full or part-time basis running programmes	X	
Creative with own ideas for programmes and activities	X	
Have experience in working successfully with both religious and non-religious and/or non-committed youth	X	
Excellent communication skills, both verbal and written	X	
Have the knowledge and experience to give shiurim and lead discussions at a range of levels up to youth in the sixth form		X
Excellent planning and organising skills with ability to balance a number of priorities	X	
Excellent understanding of younger people's issues	X	
Proven experience as a proactive team member contributing to the success of the wider team and organisational goals	X	
Have a good understanding of the Jewish Community, Judaism and Jewish Values	X	
Be fully committed to the philosophy and practice of Orthodox Judaism	X	
Ability to motivate affiliated and non-affiliated youth	X	
Understand empowerment of young people and put this into practice together with a willingness to ask for and listen to ideas and feedback	X	
Possess excellent interpersonal skills, be articulate and self-motivated and have the self-confidence to build and maintain strong relationships. Strong team player and be able to integrate themselves into community	X	