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**United Synagogue Job Description**

**Job Title:** Welfare Coordinator – Pinner Care

**Location:** Pinner United Synagogue

**Working hours:** 15 hours a week, with some flexibility

**Annual Salary:** Circa £11,700 per annum

**Reports to:** The BoM person responsible for welfare

**Liaison with:** a) The Rabbi and Rebbetzen

1. Other professional staff at Pinner Synagogue
2. Other Pinner support groups
3. US Community Cares (US Chesed Department)
4. Relevant external statutory, voluntary and Jewish agencies and professionals

**Benefits:** 20 days holiday, plus Statutory Bank Holidays – **pro rata**

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

Auto-Enrolled Pension

**JOB PURPOSE:**

To aim to satisfy the welfare needs of all Pinner members by providing practical and emotional support to those who require it and by encouraging members to volunteer their services.

**KEY TASKS, RESPONSIBILITIES OF THE POST**

1. To be the initial point of contact for matters relating to Pinner Care needs and requirements.
2. To proactively identify, assess and prioritise the care and welfare needs in the Pinner community.
3. To recruit, train, support and supervise teams of Pinner Care volunteers able to respond to community requirements, ensuring that all new volunteers attend the United Synagogue induction programme.
4. To develop and implement Pinner Care programmes and projects relevant to the identified needs.
5. To coordinate information sessions from a variety of support agencies for the community and in particular the volunteers.
6. To report regularly to the BoM member responsible for welfare.
7. To co-ordinate activity between other relevant Pinner Shul groups and neighbouring communities as relevant.
8. To provide relevant welfare support and information to members and/or their families.
9. To signpost or refer clients to appropriate support agencies.
10. To devise and implement volunteer policies and guidelines that encourage best practice and ensure all volunteers are aware of and adhere to the USCC Volunteers Handbook.
11. To maintain an appropriate database of volunteers and community enquiries.
12. To extract and provide relevant statistics from the database.
13. To promote and publicise the Pinner Care service.
14. To develop and maintain a Pinner Care resources database.
15. Ancillary administrative tasks.
16. To carry out DBS checks for all relevant volunteers.
17. To link into US Community Cares (US Chesed Department).

**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**

**PERSON SPECIFICATION**

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

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| **ESSENTIAL** | DESIRABLE |
| Knowledge and understanding of the range of Jewish customs and practices | A good working knowledge of the Jewish community |
| Proven experience of working in the voluntary or community sector with direct client and volunteer contact. | Experience of publicising a service |
| The ability to assess the skills of volunteers | An appropriate professional qualification |
| Working knowledge and understanding of policies and guidelines required in volunteer recruitment and training | Experience of managing and supporting volunteers/staff |
| Knowledge and understanding of statutory and voluntary sector welfare resources | Experience in training volunteers/staff |
| A proven ability to work with vulnerable people of all ages and abilities | Reporting skills |
| Proven ability to initiate, create and implement projects | Research skills |
| A willingness to undertake First Aid Training as part of A willingness to take part of continuing professional development. |  |
| An understanding of equality, diversity and inclusion in care will be preferable. |  |
| Excellent communication and listening skills both face-to-face and on the telephone | IT database experience/skills |
| Proven ability to maintain confidentiality | The ability to produce marketing materials, leaflets etc. |
| Good time management skills |  |
| Good administration and IT skills |  |
| The ability to work on own initiative |  |
| To be able to offer time flexibility when required |  |
| Knowledge and understanding of Jewish voluntary welfare resources |  |
| This role involves substantial travelling, a car driver will be an advantage | Hold a clean driving license |