



United Synagogue Job Description

JOB TITLE:	Children's Service Leader
LOCATION:	Edgware United Synagogue
WORKING HOURS:	Part time, 4 hours per week on average to include each Shabbat /Yom Tov plus prep time prior to Shabbat.
ANNUAL SALARY:	£3,333 pa per successful candidate for 4 hours.
REPORTS TO:	Designated Vice Chair
BENEFITS:	Pro-rata equivalent of 4 weeks/20 days holiday plus 8 days bank holiday Ride-to-Work Scheme Auto-Enrolled Pension

1 MAIN PURPOSE AND SCOPE OF JOB:

The Children's Service Leader will provide a positive Jewish influence and encourage the Jewish development of the children of the community.

This role should support the Edgware United Synagogue in being a thriving centre for our children on Shabbat. This role is part of a wider strategy that develops children to understand the service and its prayers

The Children's Service Leader is expected to prepare and lead the 8-11 year old children's service each Shabbat and on yom tovs. The service is primarily focused on Shabbat morning davening with additional scope for discussion/stories and a few games at the end. The service lasts approximately 45 minutes.

The Children's Service leader role will be someone who is creative and can engage and inspire children of mixed religious observance. They will have experience of leading and preparing children's services and other roles with responsibility for engaging children of all ages. They will be able to bring innovative solutions to engage children in davening which can be challenging with a group of this age.

They will be expected to support and develop our children service volunteers who will also be present during the services. From time to time they may be asked to support other services in particular the 5-8 year old service and suggest ways to improve all our services for children.

The role of Children's Service Leader involves strong communication skills, high energy, /enthusiastic and charismatic so that they can engage and inspire our children and ensure they enjoy the service in an environment that ensures all can take part and gain benefit from the service

The Children's Service Leader will assist in transition into and out of Children's Services.

Working with Youth Directors as well as Volunteer Children's Service Leaders

2 POSITION IN ORGANISATION:

The Children Service Leader will report to the designated Vice Chair and will be supported by the Senior Rabbi, the Honorary Officers and by any persons delegated to be responsible for the provision of Children Service activities.

This will include the following:-

1. Financial support for salary, approved expenses such as Kiddushim, activity costs etc.
2. Assistance and advice from lay leadership
3. Assistance from the Rabbinic leadership: Rabbi David Lister
4. Assistance from the Community Manager and office staff

3 GENERAL DUTIES:

- To Promote Edgware United events and activities to children and parents
- This will be done primarily face to face
- Planning ahead for Children's Services - at least 1 month in advance
- To coordinate Children services and activities on Shabbat and Festivals
- To discuss progress and plans with the Vice Chairmen on a regular basis
- To discuss progress and plans with the Senior Rabbi as required
- To promote (where appropriate) Edge Family Events initiatives and events.
- To attend occasional Children's Service Leader Meetings
- To maintain a budget

SHABBAT/ YOM TOV DUTIES:

- To prepare Children's Service
- To lead Children's Service

PERSON SPECIFICATION

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

Criteria	Essential	Desirable
Substantial experience of working in a Childrens/Youth and Community Work setting on a full or part-time basis and running programmes.	X	
Be fully committed to the philosophy and practice of Orthodox Judaism	X	
Have experience in working successfully with both religious, non-religious and non-committed children/youth	X	
Excellent communication skills, both verbal and written.	X	
Ability to create own ideas for children's service programmes and activities.	X	
Willingness to ask for and listen to ideas and feedback.	X	
Have the knowledge and experience to give shuirim and lead discussions at a range of levels up to youth in the sixth form		X
Have a good understanding of the Jewish Community, Judaism and Jewish Values	X	
Ability to work with deadlines, and in a very dynamic environment	X	
Energetic and proactive attitude	X	
Possess excellent interpersonal skills, be articulate, creative, intelligent and self-motivated and have the self-confidence to build and maintain strong relationships	X	
Proven experience as a proactive team member contributing to the success of the wider team and a proactive attitude.	X	

ADDITIONAL REQUIREMENTS

- 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
- 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