



United Synagogue Job Description

JOB TITLE:	Community Development Worker
CONTRACT:	1 Year Fixed Term Contract
LOCATION:	Woodford Forest United Synagogue
WORKING HOURS:	20 hours per week, some of these hours may be in the evening, weekends or Chagim.
SALARY:	Basic salary and accommodation provided
REPORTS TO:	A member of the local Executive team and Rebbetzen
BENEFITS:	20 days holiday, plus 8 Bank Holidays, pro rata Auto Enrolled Pension Employee Assistance Programme EXEXEC Discount Portal

JOB PURPOSE

To organise and/or run social, cultural and educational events for the members and potential future members of Woodford Forest United Synagogue. To help organise and run programmes for children and teens and to focus on outreach with disengaged members and potential new members.

DUTIES & RESPONSIBILITIES

- To organise, coordinate and where required run events, ranging from cultural, social and educational activities
- To support the Rabbi and Rebbetzen in organisation and administration of events, programmes or general day to day Shul activities which may include some shopping and food preparation.
- To liaise with the US Marketing Department for assistance or advice in ensuring that marketing and promotion of events/programmes is in place.
- Work together with the Rabbi and Rebbetzen and local Executive team to develop new creative ideas to enhance the membership experience.
- Make contact with existing disengaged members to build relationships, understand their requirements and encourage them to participate in various elements of Shul life

PERSON SPECIFICATION

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

- Dynamic and hardworking ethos
- Planning / Organisational Skills
- Good attention to detail
- Able to work to deadlines and prioritise accordingly
- Tenacious
- Excellent interpersonal skills
- Experience of working with children is preferable
- Confident
- Fluent spoken English
- Strong communication skills
- Flexible and able to adapt to ever changing requirements
- Creative
- Understanding and living the values of the United Synagogue
- Good IT skills to include Word, Excel, Power Point
- Graphic Design would be highly beneficial
- Experience using various forms of Social Media such as Facebook, LinkedIn, Instagram, and Snapchat & Twitter.

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