

**United Synagogue Job Description**

**JOB TITLE:** Youth Madricha (Provision for girls)

1 year Fixed term

**LOCATION:** Finchley United Synagogue

**WORKING HOURS:** 8 hours per week. Flexible working hours depending on demand of job. Shabbat mornings, Chagim, Thursday evenings during term time and up to 30 events.

**SALARY:** £5,000

**REPORTS TO:** Director of Youth & Children (DoYC) and an assigned member of the executive

**BENEFITS:** 20 days holiday (Pro Rota) & 8 Statutory Bank Holidays for working full time

Childcare Vouchers

Auto-Enrolled Pension

1. **MAIN PURPOSE AND SCOPE OF JOB**

To work with Youth Directors and representatives in other United Synagogue communities to expand the range of religious, cultural, and social activities provided for all the youth of our Synagogue, maximising participation, and creating a welcoming, enjoyable, and thriving centre both on Shabbat/Chagim and at allocated times during the week.

We expect our Youth Directors to develop and inspire the youth of the community, to get involved in shul life by promoting Finchley Synagogue as a great place to be and researching, creating and implementing fun programmes that will both enthuse and assist in their personal growth and development of a strong Jewish identity.

1. **POSITION IN ORGANISATION**

* The Youth Madricha will work with the DoYC in supporting and expanding the current youth programme in the community with extra focus on girls.
* The Youth Madricha will be supported and monitored by the DoYC and the Youth arm of the Board of Management of Finchley United Synagogue.
* The Youth Madricha will attend training provided by Tribe Central when required by Tribe Central and DoYC.

1. **DUTIES AND RESPONSIBILITIES**

* To help lead Shabbat morning youth programmes (provisions for girls), including leadership of and participation of religious services.
* To support the running of youth activities.
* Ad hoc activities as requested/agreed.

1. **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 changes to 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 – Youth Madricha**

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

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| **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 |  |
| Experience of working successfully with both religious and non-religious and/or non-committed youth | X |  |
| Excellent communication skills, both verbal and written, with the creative ability to develop own ideas for programmes and activities | X |  |
| Knowledge and experience to give shiurim and lead discussions to a range of levels up to youth in the sixth form |  | X |
| Excellent planning and organising skills with the 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 |  |
| A good understanding of the Jewish Community, Judaism and Jewish Values | X |  |
| 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, the ability to integrate into the community, be articulate and self-motivated, and have the self-confidence to build and maintain strong relationships. |  | X |