



United Synagogue Job Description

JOB TITLE:	Tribe Welfare and Projects Administrator
LOCATION:	305 Ballards Lane, N12 8GB
WORKING HOURS:	35 hours per week -Full Time. May include occasional evening and weekend work.
SALARY:	£25,000
REPORTS TO:	Operations and Projects Manager
BENEFITS:	20 days holiday, plus Bank Holidays & Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension

DUTIES AND RESPONSIBILITIES

- To promote health guidance, wellbeing advice and other supportive strategies to participants on Tribe trips residential and single day programmes
- To attend Tribe summer camp and be in charge of welfare when on site. In the lead up to the summer period to review all residential medical applications and be in charge of liaising with parents regarding first aid, health & well-being at summer camp.
- To recruit first aiders for Tribe summer programmes and to help to enable training for them in welfare/medical awareness issues.
- To attend courses to further own awareness and understanding of first aid, mental health awareness etc. when necessary.
- To be responsible for front of house duties i.e. phone calls, post, online ordering and correspondence to members.
- General office admin including dealing with and responding to enquiries.
- To assist in ongoing Tribe and Jewish Living projects as and when required.
- To be responsible for the approval of new Tribe members joining online, updating Tribe member's accounts and assisting them with logging in to the booking system.
- To be responsible for the planning and overseeing of the half term day trips in February, October, May.
- To maintain databases for Tribe Aleph NW Cheder and liaise with the head of the cheder weekly.

PERSON SPECIFICATION

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

- Able to work unsupervised and to manage own workload with the willingness and enthusiasm to help balance the workload of other team members.
- Must be able to pay attention to detail to ensure work is carried out with accuracy and the quality expected.
- The ability to manage and prioritise complex routines and project tasks is essential.
- To work in a professional manner and developing effective working relationships with colleagues and Synagogue Representatives at all times.
- Excellent interpersonal and written communication skills and pleasant telephone manner.
- Demonstrable skills in time management and planning.
- Strong computing skills and substantial experience of using Microsoft Word, Excel, Outlook and database systems.
- Skilled at delivering a consistently high quality customer focused service.
- Personally demonstrate the organisation's values, building trust with managers and staff within Tribe and proactively contributing to the organisation's success.
- Ensures that work that is produced is of a high standard and meets the department's key performance indicators.
- Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.
- Previous experience of working within youth environment.
- Previous experience of working within a medical field (bonus but not a must have).

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.