

**United Synagogue Job Description**

**JOB TITLE: Youth Director Team**

**LOCATION: St John’s Wood United Synagogue**

**WORKING HOURS: Full time – 45 hours per week, including evenings and weekends (35 hours for one and 10 hours for the other)**

**ANNUAL SALARY: Combined - £15-20k depending on experience**

**REPORTS TO: The** **Honorary** **Officers**

**BENEFITS: 20 days holiday, plus Statutory Bank Holidays**

**Childcare Vouchers**

**Workplace Pensions**

**Accommodation**

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

The aim is to build upon the foundations laid by previous youth leaders and expand the range of current religious, cultural and social activities provided for the youth of our Synagogue and to ensure that our premises are a successful, enjoyable and thriving centre for our youth both on Shabbat and during the week.

Most of the activities will take place on Shabbat and Festivals, along with weekend social events.

The Youth Directors will provide a positive Jewish influence and encourage the Jewish development of the youth of the community, with the focus of their work on the 8 -16 year old age group (School years Y3-Y11). They will be pro-active in building relationships with both the youth and their wider families. They will increase involvement of both the youth and their parents in all shul activities.

They will also be expected to run and/or organise with parents the Shabbat and Festival services for children and youth. The Youth Directors are expected to research, create and implement programmes that will satisfy the needs of the youth in respect of their religious, cultural, and social requirements, with the aim of assisting their personal growth and development of a modern Jewish identity. The Youth Director will work with the Tribe Executive Director and other Tribe youth workers to maximise the range of activities that can be offered in St Johns Wood and with other shuls.

##### POSITION IN ORGANISATION:

The Youth Director will be supported and monitored by the Honorary Officers of St Johns Wood United Synagogue and by the Line Manager who will be delegated to be responsible for the provision of youth activities.

This support 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: Dayan and Rachie Binstock, Rabbi Yoni and Dina Golker, and Chazan Avreimi Kirshenbaum
4. Assistance from the Administrator and office staff

##### GENERAL DUTIES:

* To Promote events and activities through regular all available social media, with youth & parents
* To maintain updates to the synagogue website youth section
* To attend the annual Tribe ‘Engage’ Youth Professionals conference
* To attend Tribe meetings and training seminars at the request of the Tribe Community Liaison Manager
* To promote central Tribe activities where appropriate, and to utilise and incorporate central Tribe activities in local programming schedule
* Where possible, to take leadership roles on those activities (e.g. Learn to Lead Poland)
* To arrange social events/activities for different age groups both on and off site (e.g Movie nights, Football tournaments)
* To be involved either regularly or where required with the activities of the Sunday Morning Hebrew Classes – whether in a formal teaching role or as an informal educator and to plan and coordinate activities with the headmaster of the Hebrew Classes.
* To plan SJW-centric events in line with communal initiatives (e.g. Mitzvah Day)
* To coordinate youth services and activities on Shabbat and Festivals
* To arrange large parties for Succot, Simchat Torah, Chanukah and Purim
* To reach out to relevant new members as per updates from shul office
* To promote and coordinate any external initiatives e.g. UJIA Bar/Bat Mitzvah programme
* To plan and run post-Bar/Bat mitzvah education programmes
* To report regularly to a line manager from the Honorary Officer team
* To meet at least on a termly basis with parent representatives
* To liaise regularly with the other Ministers of the Synagogue
* Assist the Rabbinic team with community events where appropriate
* To liaise with the Tribe Executive Director and other Youth Directors in similar roles regarding opportunities available via Tribe to the Youth
* To maintain a budget
* To encourage and train older Youth to be able to assist with activities for the younger children

##### SHABBAT DUTIES:

* Children’s Services:
* Services for children of age 0-3 and 4-7 are conducted by parents, with your input and coordination
* Co-ordinating and having ultimate responsibility for: a service for age 8-11; and a breakfast club for youth aged 12+ To coordinate and run a monthly Shabbat afternoon programme for at least primary school age
* To host periodic Shabbat meals for youth and other members, according to a schedule drawn up with the Line Manager
* To arrange periodic Youth Takeover Shabbatot where the youth take over the main service
* Organising the Anim Zemirot rota

**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 – YOUTH DIRECTOR**

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| **Criteria** | **Essential** | **Desirable** |
| Certificate or diploma in Youth and Community Work. |  | X |
| Substantial experience of working in a Youth and Community Work setting on a full or part-time basis and running programmes. | X |  |
| Counselling qualification. |  | X |
| Excellent professional relationships skills when working with customers and employees at all levels; be willing to ask for and listen to ideas and feedback. | 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 youth. | X |  |
| Excellent communication skills, both verbal and written. Fluent in English. | X |  |
| Ability to create own ideas for programmes and activities. | X |  |
| Willingness to ask for and listen to ideas and feedback. | X |  |
| Have the knowledge and experience to give shiurim and lead discussions at a range of levels up to youth in the sixth form. |  | X |
| Have experience in running local and residential Shabbatons. |  | X |
| Excellent understanding of younger people’s issues  (substance abuse, bullying, career choices). | 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 |  |
| Understand empowerment of young people and put this into practice. | 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 |  |
| The ability to integrate themselves into the community. | X |  |