



UNITED SYNAGOGUE JOB DESCRIPTION

JOB TITLE:	Youth Director
LOCATION:	Hampstead United Synagogue
SALARY:	£4,000 per annum
HOURS:	8 hours per month, from September 2019 to June 2020
REPORTS TO:	Madeleine Abramson
BENEFITS:	20 days holiday, plus 8 Bank Holidays - pro rata per annum Childcare Vouchers Auto-Enrolled Pension

PURPOSE OF JOB:

- Encourage youth to engage in the youth activities provided
- Provide educational and social activities for the youth
- Build skills of the youth, e.g., leading and participating in services, leadership skills, public speaking
- Facilitate the youth to engage locally, and through Tribe with peers across United Synagogue communities
- Develop leadership programme for 16-18 year olds

SCOPE OF JOB

- To organise and deliver education and social events for Hampstead Synagogue youth aged 11-18 between September 2019 and August 2020

MAIN DUTIES AND RESPONSIBILITIES

We expect youth directors to plan and execute four types of activities:

- Run a Shabbat and Yom Tov morning “youth service”. This can be discussion and learning based, rather than just davening. Would last for one hour and would be once per month.
- Weekday evening (including Sunday) programming. We would like the youth director to provide different cohorts with social/educational events once per term.
- Yom Tov themed events. We would expect directors to create events around the key festivals, beyond the regular weekly youth service: Sukkot, Hanukah, Purim, Pesach, and Shavuot.
- The Youth Directors are required to attend training and the Engage Shabbaton at the request of Tribe. Youth Directors are also required to advocate for and participate in Tribe’s central programming, and to utilise educational and other resources provided by Tribe.

SKILLS & EXPERIENCE

- Warm, fun personality
- Able to be organised and run activities efficiently and effectively

Desirable Qualities

- Some hadracha or leadership training or experience

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**