



United Synagogue Job Description

JOB TITLE:	Shabbat Experience Coordinator - Fixed Term Appointment for 12 months, with an option for a further 12 months extension, dependent on successfully meeting set KPI's in the first year
LOCATION:	Barnet United Synagogue and from home
WORKING HOURS:	18 hours a week, including weekday preparation and Shabbat participation
SALARY:	£16,000 pa
REPORTS TO:	Shabbat Experience Team and Barnet Rabbi
BENEFITS:	20 days holiday, plus 8 Bank Holidays, pro rata Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension
JOB PURPOSE:	To engage, inspire and enthuse, by firstly leading and then mentoring the Shabbat Experience Team in planning and delivering a wide range of experiences that engage existing and potential members on Shabbat (including Friday night and Motzei Shabbat). By proactively applying initiatives to involve all groups of members, ultimately to encourage them to become sustainable beyond the maximum term of two years.

1. DUTIES AND RESPONSIBILITIES

- To design, create and implement various Shabbat experiences as considered suitable to meet the specific needs.
- Such experiences to be at least two Shabbat morning activities and one other Shabbat based activity per month. Some participation on Yom Tovim would also be anticipated.
- Such experiences to be specifically themed or member based e.g. certain age groupings on a rolling basis, but to regularly include experiences open to the whole Community.

- To create within 3 months and then further develop a team of volunteers from the Community to assist in creating and implementing the Shabbat experiences.
- Community based accommodation and meals will be provided to allow attendance over Shabbat in Barnet.

2. PERSONAL SPECIFICATION

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

- Excellent organisation skills with the ability and self-discipline to manage and work efficiently and flexibly within relevant target experiences.
- Strong communication skills, both verbal and written.
- Excellent computer skills and knowledge of social media.
- Ability to encourage others.
- Ability to relate to and inspire people of all ages and generate good working relationships.
- Confident to work with a Rabbi or Rabbinic couple.
- Have a good understanding of Shabbat Services.
- Demonstrate initiative to develop new strategies, and where appropriate implement them.
- Flexible approach to working hours.

3. 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