United Synagogue Job Description

As the second largest of the 60 Communities comprising the United Synagogue, Bushey United Synagogue have over 2200 members with nearly 1400 households. Our core vision statement is:

"to be a Jewish Central Hub that offers a caring, engaging, and inclusive orthodox experience for the Bushey area, working closely with local organisations. This vision will be achieved through dynamic, enjoyable, and comprehensive programming, encompassing different levels of religious observance, life stages and ages".

JOB TITLE:	Community Manager
LOCATION:	Bushey United Synagogue
WORKING HOURS:	35 hours per week
SALARY:	Circa £40,000 pa
REPORTS TO:	Designated Honorary Officer of the Synagogue
RESPONSIBLE FOR:	Administrative and Facilities Staff
BENEFITS:	20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension
JOB PURPOSE:	The role of the Community Manager is to coordinate the infrastructure and support, to ensure the Synagogue's range of activities are delivered so that we can better maintain and achieve our vision.

DUTIES AND RESPONSIBILITIES

- Management of Admin and Caretaking Teams
- Ensuring all general activities and events run smoothly to include marketing using Synagogue channels
- Management of facility and maintenance of Synagogue premises to include Health & Safety and external suppliers including Security
- Financial protocols and budgets are being properly operated in conjunction with Financial Representative (FR)
- Liaison with central finance administration
- Liaison with Head Office Teams in particular HR, Finance, and IT
- Efficient delivery of Membership communication
- Ad hoc project management
- Liaison with Executive and Rabbinic Teams
- Facilitate/coordinate all necessary arrangements for all Religious services and related activity
- Dealing with governance, including the organisation of AGM and regulatory needs as dictated by the United Synagogue

PERSON SPECIFICATION

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

- Excellent organisational skills, with the ability to manage and work efficiently within the time constraints of the role and under pressure
- The ability to manage multiple tasks successfully in a collaborative and fast paced environment
- Effective communication skills, verbal and written
- Strong leadership attributes and ability to commend respect from colleagues.
- The ability to build good working relationships
- A welcoming and helpful approach when dealing with members in person and over the telephone
- Numeracy skills to understand basic budgeting
- Excellent computer skills, particularly with Excel and Word
- The ability to engage with, and utilise Social Media
- Technical capability and flair to pick up new software
- The ability to work independently and collaboratively with other staff members
- An eagerness to learn more with the ability to ask for help when needed, as well as learning from other sources
- Understand the need, and will exercise discretion to deal with confidential and sensitive matters
- Resourceful and thoughtful, with the ability to best manage situations, both expected and unexpected
- Sufficient commercial acumen to make sound business decisions

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**