



United Synagogue Job Description

JOB TITLE:	Tribe Fieldworker - Fixed Term, 12-month appointment
LOCATION:	The Centre, 305 Ballards Lane, North Finchley, London
WORKING HOURS:	35 hours a week, Monday to Friday, including evenings and weekends
SALARY:	£23,000 pa
REPORTS TO:	Tribe Head of Operations
BENEFITS:	20 days holiday, 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:

- To enhance Tribe by visiting communities and Tribe central events so that there is a valued Tribe presence at each event
- To support all Tribe staff by liaising with internal and external service providers, finding resolutions to issues raised and develop strategies to promote Tribe programmes

MAIN DUTIES AND RESPONSIBILITIES

- To attend and play an active role in Tribe Summer residential programmes
- To attend Primary School Shabbatonim
- To spend Shabbatot (when required) in different United Synagogue communities
- To assist with school assemblies and lunch and learns
- To play an active role in promoting Tribe programmes, including summer camp, Israel Tour, "Learn to Lead" trips etc
- To present and help facilitate Tribe Events and programmes such as Kosher Apprentice, Tishrei Quiz etc

- To attend appropriate community events and to run Tribe sessions/stalls
- To visit university campuses to represent Tribe
- Assist other members of staff on an ad hoc basis
- To assist with delivering online programming for the department

PERSON SPECIFICATION

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

EXPERIENCE

- Previous experience working within a Jewish Youth Group
- Manage professional relationships with managers and employees at all levels
- Proven experience as a proactive team member, contributing to the success of the wider team and organisational goals

QUALITY AND OPERATIONAL STANDARDS

- Ensure work produced is of a high standard and meets the Department's key performance indicators
- Report on key performance indicators to the Tribe Managers or other team members as required

SKILLS

- Excellent interpersonal and written communication skills, with a pleasant telephone manner
- Demonstrable skills in time management and planning
- Strong computing skills with substantial experience of using Microsoft Word, Excel, Outlook, and database systems
- Deliver a consistently high-quality customer focused service
- Read and understand, though not necessary, basic Hebrew text
- Full UK Driving license

BUILD THE CREDIBILITY OF THE TRIBE DEPARTMENT TO EMPOWER STAFF AND MANAGERS TO FULFIL THEIR ROLES EFFECTIVELY

- Share with others within the Tribe Department and communicate success stories
- Personally demonstrate the organisation's values, building trust with managers and staff within Tribe and proactively contribute to the organisation's success
- Be proactive in identifying opportunities for own professional development

ABILITIES

- To work unsupervised and to manage own workload with the willingness and enthusiasm to help balance the workload of other team members
- Attention to detail, ensure work is carried out with accuracy and the quality expected
- Manage, prioritise complex and routine project tasks
- Motivate and connect with the target age groups of Tribe
- Work in a professional manner and develop effective working relationships with colleagues and Synagogue Representatives

KNOWLEDGE

- Knowledge of Modern Orthodox Jewish customs and practices

COMMITMENT

- Must share the ethos of Tribe/The United Synagogue

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**