



United Synagogue Job Description

JOB TITLE:	RCUS Executive Coordinator
CONTRACT:	Fixed Term Contract - circa 6 months
LOCATION:	North Finchley
WORKING HOURS:	Flexible to meet the demands of the role, anticipated to be between 1-25 hours per week (As & When contract)
SALARY:	£20 per hour
REPORTS TO:	Chair of Rabbinic Council
BENEFITS:	20 days holiday pro rata Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

NATURE AND SCOPE:

The Rabbinical Council of the United Synagogue (RCUS) is the professional association of the United Synagogue Rabbinate. Its key objective is to support and promote the well-being and success of Rabbis and their families within their local Communities and across the US as a whole.

As well as representing the interests of Rabbis in conversations with the US Trustees and leading Head Office professional staff, we have also sought to support the personal and professional development of Rabbis and their families through a range of activities. These include an annual 2 - 3 day residential Conference and social events.

The RCUS has an elected organising committee which meets regularly (every five or six weeks) and consists of an Executive and Committee, totalling 11 Rabbis in number. Our Rabbinate is committed to the core values of the US's mission and our Executive meets

with the Chief Rabbi, the Dayanim of the London Beth Din and the US Chief Executive on a regular basis.

RCUS Rabbis are also represented at meetings of the US Trustees and input to the majority of US working groups, including Tribe, Living & Learning, Community Division and the US Strategic Review. The RCUS is thus open and accessible, not only to every US Rabbi, but also to the lay leadership of our Communities.

As the United Synagogue moves forward with a determined focus on becoming an ever more relevant and dynamic force in the life of the mainstream Anglo-Jewish Community, the RCUS is equally applying itself to the question of how Rabbis can best and most appropriately engage with new emerging opportunities.

DUTIES AND RESPONSIBILITIES

The responsibilities for the role will be:

- Provide administrative support to the RCUS executive and committee
- Arrange RCUS committee meetings
- Arrange RCUS Annual Conference and occasional seminars and a summer dinner/one get-together
- Responsibility for research, booking venues, negotiating costs of venue hire, sourcing entertainers, speakers, project management etc
- Deliver events on time, within budget and which meet (and hopefully exceed) expectations.
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This role generally requires only a small number of hours per month, reviewing and responding to emails and completely basic administrative tasks for the executive. However there will be a requirement to increase your hours several times per year in order to organise the logistics for the Annual conference and other one off events.

PERSON SPECIFICATIONS

The role requires a lot of flexibility with a 'can do' attitude. The position requires the following:

- Experience of managing multiple stakeholders and resolving issues to achieve agreed goals
- Demonstrable experience of running events from conception to completion
- Appreciation of the nature of accountability, ethics, targets and outcomes
- Experience of problem solving
- Proven ability to prioritise and work under pressure
- Excellent communication skills both oral and written, with the ability to communicate with diverse audiences

- Exceptional interpersonal skills
- Self-motivated, with an ability to work alone or as part of a team
- Ability to find imaginative and practical solutions and make well-considered decisions
- A practical, flexible and innovative approach to work
- Committed to the values, aims and objectives of 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