



## United Synagogue Job Description

<b>Job Title:</b>	Tribe Fieldworker
<b>Working Hours:</b>	Full Time (including evenings and weekends) Fixed Term
<b>Salary:</b>	£19,000 per annum
<b>BENEFITS:</b>	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

### 1 MAIN PURPOSE OF JOB

This role is to enhance Tribe by visiting community and Tribe central events so that there is a valued Tribe presence at the event.

### 2 POSITION IN ORGANISATION

Line Managed by the Tribe Head of Operations.

### 3 SCOPE OF JOB

#### NATURE & SCOPE

The Tribe Fieldworker will support all Tribe staff by liaising with internal and external service providers, finding resolutions to issues raised and developing strategies to promote Tribe programmes.

## 4 DUTIES & 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 US 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 there.
- To visit university campuses to represent Tribe.
- Assisting other members of staff on an ad hoc basis
- To assist with delivering online programming for the department.

## 6 EXPERIENCE

### Essential

- Previous experience of working within a Jewish youth group.
- Managing 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.

## 7 Quality and operational standards

- Ensures that work that is 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.

## 8 Builds 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 contributing to the organisation’s success
- Be proactive in identifying opportunities for own professional development

## 9 Abilities

Able to work unsupervised and to manage own workload with the willingness and enthusiasm to help balance the workload of other team members

Must be able to pay attention to detail to ensure work is carried out with accuracy and the quality expected.

The ability to manage and prioritise complex routines and project tasks is essential.

Must be able to motivate and connect with the target age groups of Tribe.

To work in a professional manner and developing effective working relationships with colleagues and Synagogue Representatives at all times.

To be able to work as an effective and proactive member of the Tribe team.

## 10 Skills

- Excellent interpersonal and written communication skills and pleasant telephone manager.
- Demonstrable skills in time management and planning.
- Strong computing skills and substantial experience of using Microsoft Word, Excel, Outlook and database systems.
- Skilled at delivering a consistently high quality customer focused service
- The ability to read (though not necessary to understand) basic Hebrew text.
- Full UK Driving license.

## Knowledge

Knowledge of Modern Orthodox Jewish customs and practices

- **Commitment**

Must share the ethos of Tribe/the United Synagogue.

## Other

- You will be expected in undertaking the above role to comply with any policies and procedures that United Synagogue may issue
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They 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 changes in legislation or The United Synagogue's operational procedures.

Undertake any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility

**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.**