

**United Synagogue Job Description**

**JOB TITLE:** Programming Director **–** Youth & Young Families

1 Year Fixed Term Contract

**LOCATION:** Cockfosters & N. Southgate Synagogue

**WORKING HOURS:** 12 hours per week

**SALARY:** £8,000 per annum

**REPORTS TO:** Board Member responsible for Youth

**RESPONSIBLE FOR:** Youth Director, Parent and Youth Volunteers

**BENEFITS:** 20 days holiday, pro rata, plus Bank Holidays pro rata & Jewish festivals when they fall on a normal working day

Ride-to-Work Scheme

Auto-Enrolled Pension

**JOB PURPOSE:**

**The Programming Director for Under 18s will provide overall direction and planning of services and activities for all children under the age of 18-years old.**

**DUTIES AND RESPONSIBILITIES**

* Maintain database of all families with children under the age of 18
* In conjunction with and at the direction of the Rabbi, be responsible for engaging with and managing activities focused on ‘Young Families’, defined as those with children under the age of 10.
  + Proactively engage in regular conversations with all families
  + Contact disengaged members and potential new members to build relationships
  + Work together with the Rabbi and Rebbetzen to develop new creative ideas to enhance family membership experience
* Liaise with Finance Director & prepare annual budget to support all activities and supplies needed or anticipated
  + Ensure all supplies are purchased sufficiently in advance of events
  + Events and activities to include (but not be limited to):
    - Club 4-7
    - Learn2Lead
    - Shabbat kiddush
    - Chaggim
    - Ad hoc outings
* Management of Youth Leaders and Volunteers – responsible for all youth leaders and volunteers involved in running activities for under 18-year olds
  + Recruitment
  + Scheduling
  + Training
  + Child Protection
  + Ensure appropriate Health & Safety training is delivered by The US
  + Set performance targets and carry out regular performance reviews in line with the US Appraisal Process
* Shabbat Morning Services – Create a fully integrated Shabbat morning experience for the children of the community, from preschool to 6th Form. Parents should be able to bring their children with them in the knowledge that they will spend the morning (from 10:00 am until 12:00 pm) involved in an engaging programme of peulot, learning, and tefillah.
  + Recruit, manage, and coordinate volunteers and Youth Leaders to facilitate Shabbat morning services and activities
  + Set and manage schedules
  + Gather appropriate materials from US for service delivery
  + Provide service materials appropriate for all ages
  + Liaise with shul office to advertise services
  + To attend Shabbat morning Children’s Services once a month.
* Arrange regular outings/trips for the various age groups
  + Complete all Risk Assessment forms
  + Ensure all Health Forms are completed by participants
  + Arrange Transport
  + Use Youth Leaders to support appropriate ratio of adults to children
* Communication
  + Prepare monthly newsletters
  + Prepare articles for quarterly distribution of Shofar magazine
  + Leverage and engage in social media as appropriate
  + Contact families, community members, and volunteers as needed
* Chaggim & Festivals
  + Ensure appropriate programs are made available for all festivals, keeping in line with the requirements for Shabbat mornings (as above)
  + Manage and coordinate volunteers to facilitate services
* Club 4-7
  + Responsible for planning weekly club together with the Youth Leader
    - Maintain stock for tuck
    - Prepare sessions
    - Promote activities
* Learn2Lead
  + Prepare learning environment, provide programme for years 9 & 10
  + Arrange external speakers
  + Promote and engage with youth to encourage participation
  + Promote and facilitate hours for DofE and Joni Jessner programmes
  + Provide training to prepare for Youth Leader succession
* Promotional material
  + Liaise with shul office to distribute promotional material
  + Create event posters
  + Submit eShofar newsletter advertising to office on time
  + Update calendar in Shofar Magazine/website
  + Coordinate and communicate with neighbouring communities
* Tribe
  + Bring groups from the community to national Tribe events
  + Liaise with other Tribe professionals in similar roles
  + Attend Tribe meetings and training seminars specific to other youth programme coordinators
  + Publicise Tribe events in the community

**OTHER DUTIES**

* Must be committed to the core values of CNSS as well as the aims of the wider United Synagogue, sensitive to the observance level of the community members, and act as an ambassador for the organisation.
* Must comply with The United Synagogue’s policies, procedures, and code of expectations. Bring to the attention of senior staff health and safety requirements and issues of which this person may become aware. In the event of immediate danger, take the appropriate action to reduce risk of physical danger to employees, members, contractors, volunteers, children, parents, visitors, and 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 line manager in conjunction with the Human Resources Department. Be committed to own continuous professional development.
* Carry out any other reasonable duties as requested by manager or other designated senior staff, undertaking such other duties that occasionally fall within the purpose of the post.
* Maintain 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. 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 changes in legislation or The United Synagogue’s operational procedures. Due to the nature of the work, 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, and a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required.

**Person Specification:**

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| Criteria | Essential | Desirable |
| Excellent communication skills, both verbal and written | X |  |
| Ability to set and manage schedules, create and deliver programming, organise and supervise volunteers, and deliver training | X |  |
| Ability to create own ideas for service programmes and activities | X |  |
| Willingness to ask for and listen to ideas and feedback | X |  |
| Have knowledge and experience to deliver shiurim and lead discussions targeted to a range of levels up to age 18 |  | X |
| Have a good understanding of the Jewish Community, Judaism, and Jewish Values | X |  |
| Ability to work to deadlines in a very dynamic environment | X |  |
| Energetic and proactive attitude | X |  |
| Possess excellent interpersonal skills, be articulate, creative, intelligent, and self-motivated and have the self-confidence to build and maintain strong relationships | X |  |
| Proven experience as a proactive team member contributing to the success of the wider team with a proactive attitude |  | X |
| Dynamic and hardworking ethos | X |  |
| Proven planning experience and organisational skills | X |  |
| Good attention to detail | X |  |
| Experience of working with children |  | X |
| Fluent spoken English | X |  |
| Good IT skills to include Word, Excel, PowerPoint | X |  |
| Experience and ability to create and maintain a budget | X |  |
| Flexible and able to adapt to ever changing requirements | X |  |
| Experience of using various forms of Social Media such as Facebook, Instagram, Twitter | X |  |