**United Synagogue Job Description**

**JOB TITLE:** Youth Director

**LOCATION:** Cockfosters & N Southgate Synagogue

**WORKING HOURS:** 8 hours per week

**SALARY:** £5,500 per annum

**REPORTS TO:** Programming Manager

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

Ride-to-Work Scheme

Auto-Enrolled Pension

**JOB PURPOSE:**

The Youth Director will provide a positive Jewish influence and encourage the Jewish development of all children between 11/12 to 18 years (School years 7-13) within the community. This role is part of a wider strategy to develop services and activities for all under 18-year-olds.

The Youth Director will be creative and can engage and inspire all children and youth regardless of their level of religious observance. This person will have experience preparing and leading youth services and other activities which can involve children of all ages. The worker will bring innovative solutions to engage children in davening, which may be challenging with a group of mixed religious observance.

The role of Youth Director requires strong communication skills, high energy, enthusiasm, and charisma to engage and inspire the community’s children and youth to ensure they enjoy the various services and activities.

**DUTIES AND RESPONSIBILITIES**

* One Shabbat a month, Morning Services – We want to create a fully integrated Shabbat morning experience for the children and youth of the community (2 hours) including peulot, learning, and tefillah.
  + Work together with the Programming Director to create engaging material for all services
  + Liaise with wardens re: timing for children to join the main service
  + Support Student Youth Leaders
* Chaggim & Festivals
  + Work together with Programming Director to ensure appropriate programs are available for all festivals
* Clubs/Learn2Lead/Outings
  + Work together with Programming Director to plan activities
  + Promote and engage with families and youth to encourage participation
  + Promote and facilitate hours for DofE and Joni Jessner programmes
  + Support Student Youth Leaders
  + Work collaboratively with the community’s volunteer leaders
* Communication
  + Leverage and engage in social media as appropriate
  + Contact and speak to families and youth as appropriate
* 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 Workers

**OTHER DUTIES**

* Must be committed to the core values of CNSS as well as the aims of the wider United Synagogue, sensitive to the community’s wide range of observance, and act as an ambassador for the organisation.
* Must comply with The United Synagogue’s policies and procedures and code of expectations. Bring to the attention of senior staff health and safety requirements and concerns of which this person becomes 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.
* Youth Director Youth Director Youth Director 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 all 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. 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. 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.