



United Synagogue Job Description

JOB TITLE:	Youth Director Team (Two individuals)
LOCATION:	Mill Hill United Synagogue
WORKING HOURS:	Part Time - 12.5 hours per person per week (25 hours per week for a couple), including evenings and weekends
SALARY:	Circa £7,000 per person per annum (£14,000 couple combined) pa; accommodation/council tax can be discussed
REPORTS TO:	Honorary Officer responsible for Youth
BENEFITS:	20 days holiday, plus 8 Bank Holidays - pro rata Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

PURPOSE AND SCOPE OF JOB:

The aim is to build upon the foundations laid by previous Youth Leaders and expand the range of current religious, cultural, and social activities provided for the youth of our Synagogue and to ensure that our premises are a successful, enjoyable, and thriving centre for our youth both on Shabbat and during the week.

Activities will take place on Shabbat and Festivals, along with weekend and evening social events.

The Youth Directors will provide a positive Jewish influence and encourage the Jewish development of the youth of the community, the 11-18-year-old age group (School years Y7 - Y13). They will be pro-active in building relationships with both the youth and their wider families. They will increase involvement of both the youth and their parents in all shul activities. They will also be expected to run and/or organise with parents the Shabbat and Festival services for youth. The Youth Directors are expected to research, create, and implement programmes that will satisfy the needs of the youth in respect of their religious, cultural, and social requirements, with the aim of assisting their personal growth and development of a modern Jewish identity. The Youth Directors will work with the Tribe Executive Director and other Tribe youth workers to maximise the range of activities that can be offered in Mill Hill and with other shuls.

1. POSITION IN ORGANISATION

The Youth Directors will be supported and monitored by the Honorary Officers of Mill Hill United Synagogue and by any persons delegated to be responsible for the provision of youth activities.

This will include the following: -

1. Financial support for salary, pre-approved expenses such as Kiddushim, activity costs etc.
2. Assistance and advice from lay leadership
3. Assistance from the Rabbinic leadership
4. Assistance from the office staff

2. MAIN DUTIES AND RESPONSIBILITIES

- To promote events and activities through social media, regular email and SMS contact with youth & parents
- To maintain updates to the synagogue website youth section
- You are required to take part in at least two 'large scale school programs' (e.g., Shabbatons, *Chag*-based events such as 'Mad Hatters' Tree Party' for *Tu b'Shevat* or 'Holding Out For a Hero' for Chanukah) and six 'smaller-scale school programs' (e.g., 'lunch-and-learns' or assemblies) per academic year, in consultation with your Line Manager and the Tribe Head of Education
- To arrange social events/activities for different age groups (e.g., Movie nights, Football tournaments)
- To plan Shul-centric events in line with communal initiatives (e.g., Mitzvah Day)
- To coordinate of all youth services and activities over High Holy Days
- To arrange parties for Simchat Torah, Chanukah and Purim

- To reach out to relevant new members as per updates from shul office
- To promote and coordinate any external initiatives e.g., UJIA Bar/Bat Mitzvah programme
- To run post-Bar mitzvah education programmes e.g., Learn to Lead and Youth Club
- To report regularly to a line manager from the Honorary Officer team
- To liaise regularly with the other Ministers of the Synagogue
- To liaise with the Tribe Executive Director and other Youth Directors in similar roles regarding opportunities available via Tribe to the Youth
- There is the opportunity to work with the Israel Engagement Programme run by Rabbi YY Schochet and Orli Lang and expand youth involvement in this area.
- To maintain a budget

3. TRIBE

- To work with Tribe, network with Youth Directors of other communities
- Attend the Tribe Engage Conference, Youth Director training sessions and meetings
- Share ideas, coordinate, and participate in joint events and promote
- Attend Tribe Camps and trips

4. SHABBAT DUTIES

- A service for secondary school children, alternating between a full service, mussaf and discussion, or other formats to be decided. You will either conduct them or arrange for madrichim. You will coordinate and have ultimate responsibility for these.
- To host periodic Shabbat meals for youth.
- To host periodic Friday night onegs
- To arrange periodic family focussed Shabbatons
- To arrange periodic Shabbats where the youth take over the main service

5. PERSON SPECIFICATION

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

Criteria	Essential	Desirable
Certificate or diploma in Youth and Community Work		X
Proven experience in a Youth & Community Work setting and running programmes	X	
Counselling qualification		X
Be fully committed to the philosophy and practice of Orthodox Judaism	X	
Good understanding of the Jewish Community, Judaism and Jewish Values	X	
Experience of working successfully with both religious, non-religious and non-committed youth, with the ability to motivate	X	
Understand empowerment of young people and put this into practice	X	
Excellent understanding of younger people's issues (substance abuse, bullying, career choices)	X	
Experience of running local and residential Shabbatons		X
Knowledge and experience to give shuirim and lead discussions at a range of levels up to youth in the sixth form		X
Excellent communication skills, both verbal and written, and create own ideas for programmes and activities	X	
Work with deadlines, and in a very dynamic environment	X	
Energetic and proactive attitude	X	
Possess excellent interpersonal skills, be articulate, intelligent, and self-motivated and have the self-confidence to build and maintain strong relationships	X	
Excellent professional relationships when working with customers and employees at all levels; be willing to ask for and listen to ideas and feedback	X	
Proven experience as a proactive team member contributing to the success of the wider team and organisational goals and be able to integrate themselves into community	X	

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**