



Finchley Reform Synagogue

Head of Families, Youth & Education

Job Description

Responsible to:	Synagogue Director
Hours:	Part Time (0.6 FTE); fixed term for 9 months or 1 year, with the option to extend by mutual agreement
Job Purpose:	To lead the Finchley Reform Synagogue Youth & Education team to develop and deliver educational and social programming opportunities based on the Jewish calendar and lifecycle, for the whole youth journey at FRS.
Salary:	up to £48K per annum (FT equivalent) [commensurate with experience]
Responsible for:	<ul style="list-style-type: none">• Head of Bnei Mitzvah Programme.• Senior Youth Worker and Head of Kochavim.• Youth, Community and Israel Educator.• Youth & Education Manager and Lifecycle Administrator.• Hebrew Co-ordinator
Working with:	Clergy team, Professional team, Kindergarten management team, lay leaders, member families

Background

Finchley Reform Synagogue is a vibrant and diverse Reform community based in North London. Its informal and inclusive approach, along with its innovative and dynamic methods, make it a shining light in British Jewry. FRS looks to the needs of its members at all stages of their lives: it becomes the 'constant' for them, celebrating with them and comforting them, teaching and learning with them, encouraging them to participate fully

in the life of the community no matter what their heritage or level of Jewish understanding.

This position is responsible for the delivery of all aspects of youth education, youth and family activities, and other youth programming. This person will collaborate with both lay and professional leadership to ensure that the synagogue is an inviting environment for young people to engage in Jewish learning and helping them to acquire the skills and knowledge necessary to lead fulfilling Jewish lives.

Job Description

Job purpose: To oversee all Youth & Education (Y&Ed) and Families activities at Finchley Reform Synagogue, to manage the Youth & Education team, and to oversee the development of programming for early years to age 18, and their families. There may also be scope for this role to encompass Young Adult programming (18-25), by mutual agreement with your line manager.

Responsibilities

1. Education management

- To work with the clergy team to create a year-round programme for families and youth education, and for social programming for those under 18.
- To regularly review and evaluate educational programmes.
- To collaborate with the clergy team on curriculum development, and to oversee the delivery of engaging and innovative education programmes for children, teens and families.
- To have top level oversight of the Kochavim (religion school for primary school age bracket) and Massuot (B'nei Mitzvah) programmes
- Regular attendance at youth educational activities (Kochavim, Massuot, Friday Group), to oversee and actively support those delivering the programming
- To ensure a strong level of Hebrew for our youth
- To work alongside the clergy and Head of Kindergarten to develop and deliver an Early Years strategy, to bring improved links between Kindergarten and other elements of the FRS Youth Journey.
- To work alongside the clergy and Y&Ed teams to plan and deliver Shabbatonim for families (currently twice yearly)
- To work alongside the clergy and Y&Ed teams to plan and deliver ad hoc international trips and other residential activities.
- To lead the Y&Ed team in fostering a sense of belonging and community among youth, encouraging active participation in synagogue life.
- To work with the Youth & Education committee of lay leaders to ensure the community voice is heard
- To assess the effectiveness of youth and educational programmes through feedback, surveys, and participation metrics.

2. Personnel Management and HR

- To provide direction and leadership for the Y&Ed team.
- To ensure an appropriate system of line management and regular support for the Youth & Education team.
- To deliver an annual performance and development review for all Youth & Education team staff.
- To work actively with the Senior Leadership Team to ensure the Y&Ed voice is heard at all key moments in planning and strategising
- Ensure that all Youth & Education team recruitment, staff development, policies and procedures are regularly updated and comply with legal and regulatory requirements.
- Responsible for recruitment, training, contracts and other HR related documents and processes for the Youth & Education team.
- Work with the clergy team to support and develop lay leaders and volunteers.
- Seek and make use of specialist expertise in relation to HR issues, as required.

3. Budget Management

- Have responsibility for the Youth & Education budget and report on it as appropriate.

4. Festival Activities

- To work with the clergy and Y&Ed teams to plan and implement all festival programming and activities for under 18s, in line with the annual Jewish cycle, including attendance at these events

5. General

- Designated Safeguarding Lead for all under 18s within FRS. Working closely with the Safeguarding Trustee to ensure policies are updated and regular training is provided. Also responsible for ensuring there are written Risk Assessments for all Y&Ed and family activities.
- To write regular reports for Council, as required (currently twice p.a.).
- Participate in annual performance and development reviews.
- Be a regular and visible presence at Shabbat and festival services.
- Participate in regular staff meetings and all forums required to fulfil the role.
- To maintain and develop relationships with the Y&Ed Committee of lay leaders, collaborating and ensuring their input into our youth and families programming and ideas.
- To be a champion for Interfaith work within Y&Ed at FRS, working with our partners at London Citizens to ensure ongoing collaboration and support.
- Maintain confidentiality at all times.

This is not an exclusive list, and the role will vary according to the requirements of the Synagogue.

Person Specification

Qualifications

We are looking for someone who:

- Ideally has a qualification in higher or further education (or similar) and/or can demonstrate significant experience in a similar role.

Experience

We are looking for someone who has experience of:

- Working successfully at senior management level within a not-for-profit or membership organisation.
- Leadership and line management.
- Working as part of a busy office and being a team player.
- Working effectively under pressure.
- Being flexible and responding to different challenges as they arise.

Skills & Abilities

We are looking for someone who can demonstrate the following:

- Ability to develop creative approaches to address overall organisational goals.
- Ability to build excellent working relationships with a wide variety of people – engaging with the clergy, lay leaders and members of the community.
- Knowledge of safeguarding practice and responsibilities
- Excellent people-management skills.
- Excellent oral and written communications skills.
- Excellent computer skills to include Outlook, Word, Excel and website software
- Good understanding of HR requirements and legislation.
- Ability to work efficiently with attention to detail and accuracy.
- Ability to listen and to respond appropriately.
- Willingness to work flexibly.

Special Knowledge

If would be advantageous if you can demonstrate:

- Understanding of the UK Jewish community, in particular, how synagogues operate
- Understanding of Reform Judaism
- Experience of working within a not-for-profit or membership organisation.

Personal Qualities

We are looking for someone who demonstrates the following qualities:

- Excellent interpersonal skills
- Ability to listen and to respond appropriately.
- Ability to work diplomatically and co-operatively with others.
- Ability to be proactive and think creatively and recommend areas for improvement.
- The humility to know when to seek advice or help to ensure the job's tasks can be fulfilled effectively