



## United Synagogue Job Description

**JOB TITLE:** Tribe Community Liaison Manager

**WORKING HOURS:** Full-Time Part-Time (including evenings and weekends)

**SALARY:** dependent on experience

### 1 MAIN PURPOSE OF JOB

You will be the point of contact between the United Synagogue's Youth Directors, Head Office and other stakeholders. This includes support, provision of educational materials and necessary training. You will also be responsible for liaising with other US departments to ensure the smooth running of your work. Aside from that, you will be part of the Tribe team, running and planning programmes and assisting with all ongoing projects.

### 2 POSITION IN ORGANISATION

Line Managed by the Head of Operations, Tribe.

### 3 SCOPE OF JOB

#### NATURE & SCOPE

The Tribe Community Liaison Manager will support the Tribe Department by liaising with internal and external service providers, finding resolutions to issues raised. You will work closely with Tribe Managers to ensure Tribe Community Projects run smoothly and that all preparation work has been undertaken to achieve this. Furthermore you will help Tribe build and maintain its credibility to empower lay leaders and staff, Synagogue administrators, managers and directors to fulfil their roles effectively.

### 4 DUTIES & RESPONSIBILITIES

- To work with communities to recruit Youth workers/directors.
- To be the key central liaison and support between Tribe and Youth Directors.
- To arrange on-going training for all Youth professionals in accordance with any curriculum that Tribe may produce.
- To encourage, accompany and facilitate Youth Directors in working with Tribe centrally on Tribe central programming.
- To provide Youth Directors with 'building block' programming and mentorship with which they can build your programmes into personalised, locally-effective and relevant, centrally-branded Tribe programming.
- Develop strategies for helping communities develop their own youth provision, utilising Tribe central programming and events where relevant.

- To represent Tribe to communities through regular communications with and visits to stakeholders: rabbinical and professional colleagues, lay-leaders, and others, who should be encouraged to adopt best practice, to engage with Tribe's central programming and to make use of Tribe Community Projects.
- With Tribe colleagues, to programme the annual Engage Shabbaton, to provide a networking and training platform aimed at all that work with youth in the local communities.
- To work with the Tribe team and US youth-facing professionals to develop educational resources to benefit communities.
- To work closely with the entire Tribe team to ensure smooth running of events/programmes, with Youth Director assistance where relevant.
- To liaise with Tribe colleagues to ensure Tribe central events and local community events are promoted as effectively as possible.
- Assisting other members of staff on an ad hoc basis including attending Tribe Summer programmes.
- To liaise with HR to ensure all Youth Directors receive starter packs, regular training and briefings on internal and legal regulations.
- To maintain regular contact with Tribe Youth Director Line Managers.

## **6 EXPERIENCE**

### **Essential**

- Previous active and participation in a Jewish framework.
- Proven experience as a project manager.
- 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.
- Proven experience in building partnerships.
- Experience developing educational materials.
- Passion for Jewish education and youth work.

### **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 Line manager 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 United Synagogue and proactively contributing to the organisation's success
- Be proactive in identifying opportunities for own professional development

### **9 Abilities**

- To work in a professional manner and developing effective working relationships with colleagues and Synagogue Representatives at all times.
- 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 Kids.
- To be able to work as an effective and proactive member of the United Synagogue 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

### Essential Knowledge

In depth Knowledge and practical experience of orthodox Jewish customs and practices

- **Commitment**

Must share the ethos of 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 is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

Updated December 2022