



United Synagogue Job Description

JOB TITLE:	Secretarial and Administrative Assistant
LOCATION:	North Finchley, 305 Ballards Lane, London N12 8GB
HOURS:	Full Time permanent. On rare occasions there may be a need to work during evenings or weekends.
REPORTS TO:	Administration Manager of Certification
BENEFITS:	20 days holiday (Pro Rata), plus 8 Bank Holidays Jewish festivals when they fall on a workday Childcare Vouchers Auto-Enrolled Pension

Vision

Our vision for the United Synagogue is of a modern and united family of communities with members connected to vibrant Jewish life and Torah values.

Mission

The mission of the US Executive Office is to serve our communities and to lead the organisation by

1. Initiating, developing and supporting communities and helping them provide relevant and high-quality services to their members.
2. Providing the infrastructure for Jewish religious life.
3. Developing creative programmes, which involve members and potential members in Jewish life and values.
4. Recruiting, developing and maintaining outstanding Rabbis and other Professional staff, lay leaders and volunteers.

Values

The values that lie at the heart of the United Synagogue are embodied in the principles of Torah and Halachah.

These values are:

- The welcoming of every Jew
- Creating a sense of belonging
- Lifelong Jewish learning
- Spiritual growth and practice
- Mutual responsibility
- The centrality of Israel in Jewish life.

The purpose of the United Synagogue is to create communities committed to the principles of Torah and *Halachah* and inclusive of every Jew.

1. MAIN PURPOSE OF JOB

Working within the office based Kosher Certification team, the Secretarial Administrator will assist the Administration Manager and Rabbinical coordinators in the administration of Kosher certified Companies so that the kashrus standards set by the London Beth Din are maintained.

2. POSITION IN ORGANISATION

Assistant to Administration Manager of KLBD Kosher Certification.
KLBD is the Kashrut Division of the London Beth Din.

3. DUTIES & RESPONSIBILITIES

Kosher Certificates

- Issuing Kosher Certificates for new companies and renewals of existing.

Factory Audits

- Scheduling of Kashrut Audits
- Organising travel logistic; flights, car rental, hotels etc.

4. ABILITIES AND EXPERIENCE

Essential

- Knowledge of Kashrut and related Jewish customs and practices.

- To be able to manage and prioritise a wide range of administrative tasks and duties, both complex and routine.
- To be able to work unsupervised and manage their own workload, as well as deliver results under pressure and to tight deadlines and objectives.
- The ability to carry out their work with a high level of accuracy ensuring attention to detail.
- To work in a professional manner at all times and develop effective working relationships with colleagues and external customers.
- Able to work as an effective and pro-active member of the KLBD team

Skills

- Excellent telephone, interpersonal and written communication skills.
- Demonstrable skills in time management and planning.
- Strong computing skills and substantial experience of using Microsoft Word, Excel, outlook and databases.
- Skilled at delivering a consistently high quality, customer focused service.

5. Quality and operational standards

- Ensure that work produced is of a high standard and meets the department's key performance indicators.
- Report on key performance indicators to the Director of Certification or other team members as required.

6. Builds the credibility of the Kashrus department to empower staff and managers to fulfil their roles effectively

- Share with others within the Kashrus 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.

7. Commitment

- Must share the ethos of the United Synagogue.

8. 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.

Because 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.

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.**