

RECRUITMENT PACK
Youth Development Manager
Deadline: 9am on 16 October 2023



PAY AND JOB DETAILS

Job Title:	Youth Development Manager
Salary:	£42k per annum
Hours:	35 hours per week
Reporting To:	Chief Executive Officer
Responsible For:	LJY-Netzer movement workers x3, Chaplain for students and young people
Based At:	The Montagu Centre (21 Maple Street, London, W1T 4BE)

ABOUT LIBERAL JUDAISM AND LJY-NETZER

Liberal Judaism's vision is to be the home for everyone's Jewish story by ensuring that we are inclusive of all Jews and all those wishing to be part of the Jewish community, while building and sustaining thriving Jewish congregations wherever people need one.

In 2023 we announced that we will work with Reform Judaism, our sister movement, to explore the creation of a new movement for Progressive Judaism. This is a very exciting time to join the team as we look to the future of our movement and Judaism in the UK.

This position supports and nurtures LJY Netzer, our youth movement who run and host nationwide events for young people aged 8 – 23 years. The work of LJY-Netzer is led by a team of paid Movement Workers, under the supervision of the Youth Development Manager.

LJY-Netzer events mix fun, games, community, social action and informal education. They range from day events, youth clubs, overnight events and longer camps. We also offer Israel tour for 16 year olds, an overseas tour for 17 year olds (Kayitz) and gap year programming, as well as events for older members.

LJY-Netzer is an ideological youth movement. This means that they have a set of values that guide everything they do. There are four main pillars of LJY-Netzer's ideology: Liberal Judaism, Progressive Zionism, Tikkun Olam and Youth Empowerment.

The Role

Responsibilities

- **To develop, nurture and train the LJY- Netzer Youth Team**
 - To run a participative recruitment process with representation from the range of stakeholders.
 - To provide line management, mentoring and training along with regular supervision and bi-annual appraisals to the movement work team.
 - To develop and support the team to work both as a coherent department and as an integral part of the wider Liberal Judaism team.
 - To ensure Liberal Judaism's HR policies and processes are followed at all times.
 - To nurture and develop the team to ensure they deliver high levels of informal Jewish Education and high-quality experiences consistent with the values and ideology of LJY-Netzer.
- **To be responsible for the LJY-Netzer budget, bursaries and grants**
 - To take overall responsibility for managing a youth department budget of £300k+, working as part of the budget setting cycle with the finance team and managing the budget throughout the year.
 - Supervising the movement workers who will hold the budgets for events to ensure that they are trained in budget management utilise resources effectively.
 - To manage the finances through careful budgeting to ensure the annual targets for LJY-Netzer are met or exceeded.
 - To ensure there is a continued link between event management planning and the budget for the department.
 - To oversee contractual arrangements for the department, working with the COO and finance team to ensure compliance with internal processes.
 - To work with the finance team and administrative staff to ensure LJs processes and systems for credit control, procurement, purchasing and invoicing are followed; to ensure accurate data sharing with the finance team and administrative staff.
 - To ensure the team are fully informed of their financial goals
 - To support the movement work team to write grant applications and all associated reports and materials by offering advice and feedback. To ensure that grant reports and drawdown requests are processed on schedule, and provide accessible grant information to movement workers at the start of the movement work year.
 - To maintain relationships with grant funders as the lead contact for LJY-Netzer
 - To ensure that all payments to outside bodies are made and processed on time
 - To ensure best value at all times in bookings and purchasing of resources.
 - To manage LJY-Netzer bursaries, maintaining a confidential and straightforward process for LJY-Netzer events, which includes being in professional contact with the event partners and with applicant families, liaising with and invoicing communities and updating movement workers on the effect of bursaries on the budget.
 - To support fundraising within Liberal Judaism, both for LJY-Netzer and for the wider movement.

- **To manage all logistics to ensure the smooth delivery of events, camps and tours**
 - To manage all events from beginning to end, including risk assessment, site management, transportation, catering, volunteers as well as appropriate staff resources and event resources.
 - To manage event bookings, including registration, invoicing and payments and maintain the online booking system to ensure that it is accurate and update to date with current information.
 - To manage all publicity and marketing of events through all channels of communication. To work with the PR officer and editor of LJ Today to ensure that LJY-Netzer's PR and publicity is widely distributed.
 - To maintain and develop the IT systems used by LJY-Netzer, offering support for use of the website and managing any online booking system.
 - Ensure the movement workers keep the website up to date, whilst holding an overview of content and accuracy.
 - To liaise with all partner organisations and peer youth movements in the delivery of LJY-Netzer events and tours.
 - To attend all annual events that run for longer than 2 nights and to be the primary point of contact for site staff and movement workers.

- **Ensure high standards of all aspects of Safeguarding and health & safety**

To be responsible for overall health and safety for all LJY-Netzer events, including:-

- Liaising with all providers to ensure appropriate insurances are in place and procedures are followed
- Risk assessing events and any activities with additional risk
- Ensuring all staff have training relevant to their role including fire marshals, food hygiene, moving and handling etc

- **To be the Designated Safeguarding Lead for LJY-Netzer and be responsible for all aspects of safeguarding**

- To adhere to safer recruitment of volunteers
- To ensure all personnel have DBS checks as required
- To ensure all personnel are aware of the safeguarding policy and have training relevant to their role
- To ensure the application process for participants and leaders includes relevant information regarding medical and wellbeing needs and to ensure all individual needs are supported and risk assessed, to create an inclusive and safe environment for all individuals
- To manage all personal data in line with GDPR rules and regulation, including all medical and welfare information and needs.
- To review, update and distribute all policies relevant to LJY-Netzer annually
- To maintain appropriate records for health and safety and safeguarding
- To recruit and manage medical and welfare/wellbeing staff on events

- **To be represent LJ-Netzer at internal and external meetings**

- To attend Liberal Judaism meetings and events, including Council, BoNO (as required), Biennial, Day of Celebration and other significant events.
- To represent LJY-Netzer and Liberal Judaism on appropriate external groups.

Person Specification

Essential

Experience of:

- Youth empowerment as a core value.
- Team management including direct supervision of staff and or volunteers (Minimum 3 years' experience)
- Risk assessment and management.
- Programme management (Minimum 3 years' experience)
- Procurement and ensuring best value for money.
- Working within a specified Budget.
- Working with young people

Skills:

- Excellent communication skills with a range of stakeholders.
- Confident IT user, including social media.
- Accuracy and an eye for detail
- An understanding of safeguarding
- Inspiring young people to work successfully and creatively

Knowledge of:

- Current best practice in the delivery of services for young people.
- The UK Jewish community, particularly Liberal Judaism, and youth provision across the community.

Desirable

Experience of:

- Managing residential events.
- Delivering training.
- Holding safeguarding responsibility for a service.
- Managing PR for a service or project.
- Database management.
- Jewish informal education

Application Process

Liberal Judaism is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all members of staff and all volunteers to share our commitment. Successful recruitment to this post will be subject to background checks and an enhanced DBS check (or overseas equivalent, where applicable)

Liberal Judaism is a Disability Confident Committed employer. Any disabled person who meets the essential criteria for the role will be offered an interview. Please state that you meet this requirement in your application, if applicable.

For an informal discussion of this role please contact Shelley Shocolinsky-Dwyer at shelley@liberaljudaism.org

Applications should be made using the following online form (please note that this form is used in partnership with our sister movement, the Movement for Reform Judaism, and includes their branding) <https://fs27.formsite.com/reformjudaism/elg6d5xqm9/index>

Terms & Conditions

Salary:	£42,000 per annum
Probation:	6 months
Hours:	35 hrs week. LJ embrace flexible working where employees must work core hours between 10 am and 4pm, but may be flexible about start and finish time provided they have worked the required hours. In the event that additional hours are worked, there is no overtime payment. However, in liaison with the line manager, employees may adjust their working week accordingly (i.e. Time off in lieu)
Pension:	Up to 7.5 % of salary paid by LJ, dependent on personal contribution.
Holidays:	20 days per annum, plus bank holidays and Jewish holidays as observed by LJ and an extra day for each 3 years worked (to a maximum of 5 additional days)