

Job Description – Part Time Events and Education Administrator

Hours per week: 7.5

Salary: £11.93p/h

Reporting to: Senior Rabbi

Accountable to: Chair
Working closely with the Office Manager

Purpose of the role

To provide full admin support for our family events and our education programmes (both adult and youth).

To work closely with the Senior Rabbi and Educator for the purposes of successful events and education programme planning and delivery.

Responsibilities

- Provide the admin support required by the rabbis in order for OLRS to successfully plan and deliver high quality Jewish calendar events and adult and youth education programmes

Duties

- Publicity for events and education programmes.
- All activities necessary in connection with the successful registration for events and education programmes.
- Ensure all necessary resources are sourced and in place for each event, education programme etc.
- All diary management connected with events and education programmes.
- Act as a communications conduit to ensure everyone necessary is involved in relevant communication channels.

- Communicating with registrants and promoting future events in the process.
- Room and equipment set up.
- Working alongside the office team while maintaining a clear focus on this role.
- Organising catering as required for each event/programme/session.
- All associated financial record keeping – e.g. receipts etc to be passed to OLRs finance officer.
- Co-ordination of events on the day ensuring there are agreed identified roles so things are planned in full and so run according to plan.
- Attend and contribute to staff meetings in person.

Generic responsibilities

All staff members of Oaks Lane Reform Synagogue have a duty to conform to the following:

Equality, diversity and inclusion

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Members and their families have the right to be treated fairly and be routinely involved in all relevant decisions. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Members have a responsibility to treat other members and our staff with dignity and respect.

Staff members have the right to be treated fairly in recruitment and career progression. Staff members can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff members will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that our members and their families will be treated with dignity and respect.

Safety, health, environment and fire (SHEF)

Oaks Lane Reform Synagogue is committed to supporting and promoting opportunities for staff members to maintain their health, well-being and safety. Staff members have a duty to take reasonable care of health and safety at work for themselves and others and to co-operate with their employer to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

Confidentiality

Oaks Lane Reform Synagogue is committed to maintaining an outstanding confidential service. Members entrust and permit us to collect and retain sensitive information relating to their personal and family circumstances and any other matters pertaining to their situation. They do so in confidence and have a right to expect all staff members will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our members is to be retained that all staff members protect member information and provide a confidential service.

Quality and continuous improvement

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continuously re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within Oaks Lane Reform Synagogue to look for opportunities to improve quality and share good practice.

Induction and training

On arrival at Oaks Lane Reform Synagogue all staff members will undergo a period of induction and training as required and as appropriate for their role.

Learning and development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff members will be required to partake and complete mandatory training as directed by the Chair or the Chair's nominated officer, as well as participating in Oaks Lane Reform Synagogue's training programme. Staff members will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.

Collaborative working

All staff are to recognise the significance of collaborative working. Teamwork is essential in the synagogue environment. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

Service delivery

Staff at Oaks Lane Reform Synagogue must adhere to the information contained with synagogue policies, procedures and MRJ and other relevant directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

Security

The security of Oaks Lane Reform Synagogue is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager or by following our security policy, protocols and procedures. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

Professional conduct

At Oaks Lane Reform Synagogue, staff members are required to dress appropriately for their role.

Person Specification		
Qualifications	Essential	Desirable
Formal administrative qualification		✓
Eligibility	Essential	Desirable
Excellent written and verbal communications	✓	
Experience	Essential	Desirable
Office admin	✓	
Publicity including Social Media	✓	
Record-keeping	✓	
Jewish knowledge and experience	Essential	Desirable
Jewish events knowledge and experience		✓
Hebrew knowledge, skills and experience	Essential	Desirable

Hebrew education knowledge, skills and experience		✓
Skills	Essential	Desirable
Microsoft Office Suite	✓	
Google Documents	✓	
Canva	✓	
Ability to work with volunteers	✓	
Accuracy and attention to detail	✓	
Problem-solving	✓	
Personal Qualities	Essential	Desirable
Organised	✓	
Focused	✓	
Meets deadlines	✓	
Go-getter who follows through	✓	
Other requirements	Essential	Desirable
Good communicator	✓	

This document may be amended following consultation with the post holder, to facilitate the development of the role, Oaks Lane Reform Synagogue and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of Oaks Lane Reform Synagogue.