

Director -Youth & Students

Job description

1 Accountabilities

Accountable to: Senior Rabbi to Reform Judaism and the Chief Operating Officer

Accountable for: The management, supervision, training and development of the Youth & Events Executive, Progressive Jewish Students Fieldworker, Student Chaplain

Liaison: RSY-Netzer (Office staff, Movement Workers, Youth Leaders, participants and parents), Reform Judaism Staff, Students, Lay Leaders, Senior Managers, Board Members, partner organisations (e.g. UJIA, Reshet)

2 Job Purpose

- 2.1 To provide inspirational leadership to RSY-Netzer, Progressive Jewish Students and Chaplaincy
- 2.2 To take overall responsibility for an annual budget of approximately c£1.3m
- 2.3 Oversee the provision of excellent informal educational sessions and enable RSY-Netzer, Movement workers and madrichim to do the same, through coaching and mentoring
- 2.4 To lead on creative new strategies that attract and retain participants
- 2.5 To ensure the professional delivery of welfare provision during our events, tours and Gap-year (Shnat)
- 2.6 To be a pro-active and key member of the Reform Judaism Senior Management Team

3 Administrative support

The post holder will be responsible for their own administration

4 Responsibilities

4.1 *Strategic*

- 4.1.1 Drive, develop and implement innovative strategies to meet the demands of today's youth for all of our events, tours and gap-year, whilst maintaining the values of RSY-Netzer and Reform Judaism.
- 4.1.2 Strengthen the links between RSY-Netzer and Progressive Jewish Students so that young adults move seamlessly between the two areas.
- 4.1.3 In liaison with the Movement Workers, think through new projects from idea to implementation including educational content.
- 4.1.4 In liaison with the Movement Workers, create a strategy for bringing RSY-Netzer closer to our communities that result in an increase in participation and engagement in their camps, tours, gap-year and events.
- 4.1.5 In liaison with Liberal Judaism, develop and implement a strategy of cohesive Progressive informal education that will attract and retain university students and young adults, ensuring that it is constantly kept under review.
- 4.1.6 Develop and implement a strategy of cohesive Reform informal education supporting community-based youth programmes and those within RSY-Netzer, ensuring an ever-increasing proportion of youth in communities is actively engaged in local and national Reform youth provision.
- 4.1.7 Look at ways to improve the understanding of Reform Judaism amongst youth within our

communities with the aim of forming strong (long-term) bonds and affiliation to Reform Judaism.

4.1.8 In liaison with the Senior Rabbi and Chief Operating Officer, ensure that the strategies for Youth and Progressive Jewish Students and Chaplaincy are aligned to the wider strategic plan for Reform Judaism.

4.1.9 Support the departmental teams to think through projects and ideas in terms of the wider strategy, budget and logistical impacts.

4.2 ***Management/Financial Management***

4.2.1 Be responsible to the Reform Judaism Board for an annual budget of approx £1.3m, ensuring that adequate funds are raised and are appropriately spent in line with departmental objectives and the Reform Judaism strategy.

4.2.2 Ensure clear financial management is in place across all events and projects including a detailed review and authorisation of the budgeted spend. Hold a comprehensive understanding of financial expenditure within the department ensuring that budgets and standards are both maintained.

4.2.3 To work closely with the Chief Operating Officer in relation to significant financial or contractual issues that arise.

4.2.4 Manage grant applications and report writing for Youth and Progressive Jewish Students and be proactive in working with our Fundraiser to seek out new sources of funding.

4.2.5 Apply and attract external funding where available for specific educational projects;

4.2.6 Understand the content and implications of the contracts entered into for events, tours and our gap-year programme, ensuring adequate protection for both Reform Judaism and our participants.

4.2.7 Support the ethos of RSY-Netzer and balance its autonomy with inspiring guidance.

4.2.8 Manage, train and develop the Youth & Events Manager; the Progressive Jewish Students Fieldworker and Student Chaplain.

4.2.9 Support the Movement Workers by visiting some of their events, providing feedback afterwards.

4.2.10 Ensure that excellent external partnerships and relationships are maintained.

4.2.11 Oversee, advocate and negotiate on behalf of RSY-Netzer/Reform Judaism with external organisations to ensure that our programmes and Israel Tours are aligned to our ethos and within budget.

4.2.12 Ensure that Health and Safety and the Welfare provision is provided for our camps, tours, events and gap year and support to the Welbeing & Inclusive Manager when required.

4.2.13 Identify skills gaps and staff training ensuring maximum productivity and efficiency within the department

4.2.14 Serve on the Reform Judaism Senior Management Team, attending meetings and providing reports as required.

4.3 ***Education***

4.3.1 Ensure the delivery of high quality informal educational sessions steeped in Reform Judaism (this may be out-sourced if necessary).

4.3.2 Have an overview of the educational aims and objectives of events and programmes.

4.3.3 Coach and mentor Movement Workers and the Student Fieldworker in the creation and delivery of their inspirational informal education sessions.

- 4.3.4 Source user-friendly informal education material that support others to lead sessions.
- 4.3.5 Be responsible for leadership training of RSY-Netzer and community-based madrichim – Course Hadracha - and create appropriate systems to ensure quality control of our youth provision
- 4.3.6 Develop strong links with community leadership to ensure collaborative work in supporting youth and young adults;
- 4.3.7 Promote engagement with Israel within the education programmes for RSY-Netzer and Progressive Jewish Students;
- 4.3.8 Where appropriate, engage rabbinic and other suitably qualified educational experts to support our programmes and sessions.

4.4 **General**

- 4.4.1 To be responsible for liaising with the Chief Operating Officer and the Senior Rabbi in respect of personal performance, development and training needs.
- 4.4.2 To undertake other duties within the scope of the job, as directed from time to time.

4.5 **Professional and Personal Development**

- 4.5.1 At your annual appraisal meeting with your line manager your learning needs will be discussed and a development plan for the year ahead will be agreed to cover opportunities for your personal and professional development. You will be expected to continue to develop your skills and abilities. On occasion you will be expected to participate in group training on topics identified as important to the development of Reform Judaism's work.

NB: This role contains regular evening and weekend work