

## Cheshire Reform Menorah Synagogue Job Description - Adult Educator

### About Menorah

Menorah is committed to creating an inclusive Kehilla Kedushah (a holy community) rooted in the values of Torah (Jewish learning), Avodah (Worship), and Gemillut Hasidim (Good deeds). Our ultimate goal is to create a congregation where life-long learning is central to its members.

### Role Overview

The Adult Educator has responsibility for the Adult Education programme at Menorah including the provision of Hebrew language learning.

The Adult Educator is a partner with the Rabbi and lay leadership in achieving this goal, with special emphasis on bringing Jewish learning and knowledge to Menorah's adult members.

### About the role

The role will entail:

- Working closely with the Rabbi, lay leadership and administrators as well as volunteer and professional teachers and course presenters
- Working with members to understand educational needs, and planning to meet the needs of the synagogue

### Objectives

- Schedule, administer and develop the Access to Judaism Course (year-long weekly introductory course to Reform Judaism for potential converts & others), in consultation with the Rabbi
- Facilitate and deliver selected sessions from the Access to Judaism Course
- Work with the Rabbi to support candidates who are preparing for conversion to Judaism
- Work with lay leadership to ensure Access to Judaism students and Conversion candidates are welcomed and integrated into the community through social events and the mentoring system
- Communicate with members to understand their Jewish educational interests
- Offer ideas for enhancing areas of Adult Education, Family Education and Intergenerational Education
- Be responsible for the Adult Education programme at Menorah including Hebrew language learning
- Find and support suitable teachers both professional and volunteer
- Liaise with sister communities and organise joint courses where appropriate
- Liaise with administrators and the Communication Director to publicise Adult Education
- Liaise with administrators to ensure calendar coordination and management of registration and payments
- Evaluate the effectiveness of courses

For further information contact Ann: [adulthood@menorah.org.uk](mailto:adulthood@menorah.org.uk)

- Chair and/or attend the termly Menorah Adult Education Coordination Committee meetings

### **Required skills/knowledge**

- Excellent administrative skills
- Experience of teaching
- Outstanding communication and interpersonal skills
- Commitment to Reform Jewish values
- Knowledge of Jewish community, culture, heritage and traditions
- Experience coordinating Jewish learning for adults
- Experience convening and collaborating, with a capacity to mobilise people, resources and support
- A creative, flexible approach to learning and community building

### **Core working hours**

- 10 hours per week including some evenings, and occasional weekend working

### **Location of work**

Attendance at Menorah for courses and meetings; administrative and planning work may be completed from home