

UJIA Scotland Youth Programmes Coordinator Job Description – November 2018

UJIA is the leading UK-Israel charity. We take responsibility for developing a strong British Jewry that builds a lifelong connection to Israel. We connect our UK youth through innovative educational programmes that work alongside our projects in Israel, to support the most vulnerable in society.

Organisational Position

The UJIA Scotland Youth Programmes Coordinator is based at the Glasgow UJIA office and is managed by the UJIA Scotland Programmes Director. The post operates within the framework of our Education department based at our UJIA head office in London.

Roles and Responsibilities

- To oversee and ensure the running of all UJIA Scotland's Jewish youth programmes to make sure they are of a high standard (i.e. running regularly, promoted in advance, clear communication with parents/schools, educational content, etc.)
- To promote the range of programmes and priorities to fulfil UJIA's strategic objectives and plans, including Israel Tour and Gap Year amongst other programmes
- To plan and deliver a range of educational programmes that help young people to learn about, experience and give to Israel, hence inspiring a positive engagement with Israel and identification with Judaism and Jewish life
- To provide Jewish and Israel educational support and programming to communal youth including the direct delivery of programmes, such as assemblies, youth clubs, trips, events, etc.
- To create and develop assembly and lunchtime resources to be used by the Youth Worker or any peer group assembly takers. This includes liaison with schools, community partners, and relevant teachers to schedule, promote and plan the sessions
- To liaise with movement workers, encourage their involvement at communal events such as Chanukah and Yom Ha'Atzmaut and to provide information/resources about the Scottish community
- To provide Hadracha (leadership) and create a structure for leadership/volunteer training and opportunities for youth in the community
- To assist in the planning and running of community events such as Diversity Day, Mitzvah Day, Chanukah, Yom Ha'Atzmaut, Maccabi Fun Run and Maccabi/UJIA Madatz
- To work within budgets when required and as appropriate and to keep relevant records accordingly.
- To promote youth activities within the community through social media, updates to the Jewish Telegraph, and reports to stakeholders
- To identify gaps and areas for improvement in the current youth provision and develop ways to accommodate those needs



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- To collate, design and send out a monthly newsletter which details all youth events and opportunities available across Glasgow for Jewish Youth
- To support UJIA initiatives in Calderwood Lodge such as the School To School Partnership, P7 Transition Programme and Yom HaShoah Art Project
- To attend UJIA staff days and relevant trainings in Manchester and London offices as required
- Every two years will assist in the recruitment for the S5/6 Poland trip and will lead pre and post trip educational sessions as well as evening activities on the trip

Expectations

- The employee will work within the context of the organisation's ethos, policies and procedures
- To be flexible with work assignments
- To be flexible with hours of work-urgent tasks may require working beyond formal office hours
- To ensure that appropriate confidentiality is adhered to
- To understand the responsibilities of working as part of a team
- The employee is required to serve a cross-communal user base, in which UJIA's aim is to reinforce individuals and organisations within their own ideologies and beliefs
- Staff development is encouraged and opportunities are available in consultation with your line manager. The employee will be available and willing to undertake professional training and development as appropriate.
- To join one of our existing cohort teams.
- A Disclosure Scotland check will be required.

Place of Work

Your main place of work will be the UJIA Glasgow office located at The Jewish Community Centre, 222 Fenwick Road, Giffnock, G46 6UE but the role will also require you to travel to various appointments across the UK.

Hours of Work

Monday, Tuesday, Thursday 9am - 5.30pm, Wednesday 12pm - 8.30pm and Friday 9am - 1.30pm (Work from home option).

There will may be additional evening/weekend work required on an ad hoc basis but should not exceed 6 evening/weekends (regulars Wednesdays included) per month

Glasgow

Glasgow is an exciting place to live and work. It boasts the second biggest shopping centre in the UK, has 9 museums, a lively cultural and arts scene and innumerable restaurants and places to eat. Edinburgh is 48 minutes away by train and Loch Lomond and the Clyde coast only 30-40 minutes away.

The Glasgow Jewish Community is dynamic and vibrant; it has 4 Orthodox and 1 Reform synagogue and nearly 40 organisations. There is a kosher restaurant and bakery, deli and café.