

Job Description: B'nei Mitzvah Co-ordinator

Reports to: Director of Education

Liaises with: Rabbinic team, NNLS education and office team Bnei Mitzvah teachers and liaisons, service leaders, *madrachim* and mentors.

Hours: 15 hours per week (worked flexibly across the week) to include Wednesday afternoon/evening, occasional evening meetings

Holidays: 4 weeks per annum (rising to 5 after 5 years' service) plus public and Bank Holidays pro rata, and Jewish holidays when they fall on weekdays. Preference for holidays to be taken outside term time.

Salary: £26,249 per annum pro rata (commensurate with experience)

About New North London Synagogue:

New North London Synagogue (NNLS) is a thriving Masorti community in North London with a membership of 3,700. It is the largest Masorti synagogue in the UK, and one of the leading congregations of any denomination in the country. Based at its purpose-built premises in Finchley, NNLS sits at the cutting edge of contemporary Jewish life, constantly striving to develop and enhance Judaism for its members, and sharing its values and ideas with wider society.

Bnei Mitzvah at NNLS:

NNLS celebrates 80 Bnei Mitzvah per year at morning and afternoon services. The B'nei Mitzvah process requires a combination of study, regular synagogue attendance and positive engagement with Mitzvot for the whole family.

Purpose of the Role:

We require an excellent administrator to support the B'nei Mitzvah programme and the families.

The coordinator will need to liaise with different professionals and lay leaders in the community and provide personalised support for the families in the run up to their celebration.

The candidate needs to be highly organised, an excellent communicator and be prepared to work in full alignment with the principles and values of NNLS and Masorti Judaism.

Job specification:

Key Tasks:

- Manage the B'nei Mitzvah date setting process and allocations, in collaboration with the Director of Education
- Update the Bnei Mitzvah list and shul diary with the BM dates
- Arrange service team for the Minchah (afternoon Bnei Mitzvah)

- Manage communications with B'nei Mitzvah families, liaisons, Rabbis, professionals and Minyan leads over guest numbers, kiddush, room and rabbinic allocations
- Manage mentoring programme including attending Haderech (our Wednesday afternoon Bnei Mitzvah programme from 17:00-19:00)
- Manage various administrative tasks related to Bnei Mitzvah e.g. rehearsals, gifts tokens of celebration for Bnei Mitzvah and Mentors: books, cards, etc

Person specification:

Essential:

- Well organised, efficient and able to work under pressure
- Flexible in approach to manner of work, and to working occasional varied hours
- Excellent communication skills behaving at all times in a professional, courteous, safe and ethical manner
- Creative, nurturing personality, and a willingness to work with families, teachers, lay leaders and children
- Strong IT skills (including Word, Outlook and Excel) and database proficiency
- Real respect for confidentiality and diplomacy
- Proactive and self-motivated, and strong initiative
- Ability to multi-task, and acute attention to detail
- Prepared to undertake a wide range of tasks and work as an integral part of the team
- Some knowledge of the Jewish lifecycle (particularly surrounding bar/bat mitzvah), and the workings of synagogue communities

Desirable:

- Experience of working as an administrator
- Knowledge of safeguarding and other relevant health and safety issues

We are committed to safeguarding and promoting the welfare of children. Successful candidates will be subject to an enhanced DBS check.

Interested candidates are welcome to contact Niki Jackson to find out more about the position. Tel: 0203 182 0114, Mobile: 07340 928881

Applications to be submitted by full CV and cover letter to Niki Jackson at nikijackson@nnls-masorti.org.uk by 22 January 2024