Langdon
Empowering independence

Job Title:	Jewish Life and Learning Coordinator
Salary:	£32,000 (pro rata)
Responsible To:	Head of Programming

1. Job Summary

The Jewish Life and Learning Coordinator will work cross communally with the Jewish Community and Langdon Members to promote and deliver activities and events to enhance members Jewish religious and cultural engagement.

The role will be responsible for creating and implementing outstanding Informal Jewish education and events to support members' Jewish identity and promote a pluralist Jewish ethos, Jewish culture, traditions, and values to ensure a meaningful engagement with Jewish life at Langdon.

2. Organisation Chart

3. Key Responsibilities

- To ensure Jewish ethos and cultural awareness is embedded across Langdon.
- Plan and incorporate activities around Jewish Festivals and Shabbat to actively celebrate the Jewish way of life.
- Leading colleagues in running effective Informal Jewish Education and social action initiatives and co-ordinating impactful community cohesion activities for Members to explore their identities.
- Working with the Jewish cultural team and Programme Manager, to ensure that Jewish content to programming is delivered.
- Research, plan, develop and implement activities and events, that meet the cultural needs of Members in Manchester and London
- Support staff teams in maintaining Kashrut in members' homes and ensuring each home is kept within religious standards.
- Advise staff and assist with the preparations for major Jewish festivals – e.g. Passover, Rosh Hashanah and Yom Kippur.
- Report on outputs, outcomes and impact of programme as part of review and evaluation process.

4. Working with Members and the staff team

- Ensuring members' overall Jewish culture is maintained, for example that Members have a meal arranged for Shabbats and festivals.
- Build relationships with members to support Jewish Cultural needs and preferences
- Develop and share Jewish cultural resources on festivals, celebrations, and events.
- To facilitate and participate in activities and programming across London or Manchester.

5. Community Engagement

- Working in partnership with community organisations providing activities, culture, arts and events.
- Building sustainable relationships and partnerships with Jewish organisations including synagogues and lay leaders in the community to create a Jewish environment throughout Langdon.
- Work with the management team in recruiting, on boarding of volunteers to support Jewish culture at Langdon.

6. Staff training

- To develop content and co-ordinate the regular delivery of Jewish cultural learning experiences for all staff and volunteers at Langdon including new staff starters' training.
- To act as an ambassador and co-ordinator 'all things Jewish' at Langdon in London/Manchester, including answering any enquiries relating to Jewish life at Langdon.
- Identify, purchase as necessary, Judaica and learning materials for use in programming and for display/distribution throughout Langdon.
- To share the Jewish calendar outlining dates / times of festivals / shabbat with the staff team at Langdon.
- Advise staff about Kashrut and kosher outlets, such as butchers, bakers, and grocers.

7. Other

- To work safely and in line with Langdon's Policies and Procedures
- To be willing to work evenings, weekends and bank holidays.
- Work with the marketing team to promote Jewish culture at Langdon and those taking place throughout the community.
- Work collaboratively between London and Manchester services ensuring sharing of best practice.
- Continuously strive to improve all aspects of Jewish life at Langdon.

8. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **The Organisation's Values**
  To behave in accordance with the organisation's values of excellence, responsive, caring, integrity and empowering.

- **Equity & Diversity**
  To act in accordance with the Organisations Equity & Diversity Policy, which is designed to prevent discrimination of any kind.

- **Health & Safety**
  Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.

- **Risk Management**
  Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
  Responsibility for attending health & safety training as required.
  Responsibility for assisting with risk assessments.

9. `Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the main duties of the post at the time of writing.

10. **Acceptance**

I agree to undertake the duties of the job in accordance with the above.

Signed: ……. (Post Holder)

Name: ……. (Print)

Date: …….

Signed: ……. (Line Manager)

Name: ……. (Print)

Date: …….

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Langdon Job Descriptions. The signed copy will be retained on your Personnel File.

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PERSON SPECIFICATION

Jewish Life and Learning Coordinator

	Essential	Desirable
Qualifications	• Educated to GCSE level with grade A-C / 4-7 in Maths & English	• Teaching qualification or Youth Work qualification or / and QCF / NVQ level 3/4
Personal Attributes Values	• Committed to supporting Langdon's pluralist Jewish ethos. • Ability to enthuse others. • Ability to lead whole organisational informal. Educational programmes. • Approachable and caring. • Inspiring and motivational. • Excellent organisational skills.	• Creative in planning engaging sessions and confident in running them
Knowledge and Experience	• Good understanding and knowledge of review and evaluation process. • Experience of organising small scale events • IT skills including use of Microsoft office • An understanding of professional boundaries and attitude of working.	• Experience of working with adults with learning disabilities and autism • Experience of working in co-production with adults with learning disability
Communication Skills	• Maintaining positive relationships with a wide variety of stakeholders • Outstanding interpersonal / group skills • Compassionate with ability to communicate with stakeholders	• Experience of managing social media platforms such as Instagram, Facebook, Twitter and TikTok
Organisation Skills	• Self-motivated, well-organised, able to prioritise and plan own workload. • Ability to lead whole organisational informal. Educational programmes.	• Experience of developing a diverse range of lesson plans
Specialist Skills	• Jewish literacy - Understanding of issues relating to Jewish Culture and religion. • Able to design programs that integrate Jewish values to create compelling and experiences	• Photography and video skills • An understanding of existing and pending legislation and regulations (e.g. Mental Capacity, Safeguarding)
Other	• Candidates should indicate an acceptance of and commitment to the principles underlying Langdon's Equity & Diversity and Health & Safety Policies. • Awareness of and commitment to Equal Opportunities issues; a commitment to working in a multi-cultural environment and	• Car Driver

	with Members and staff from diverse backgrounds. • Able to work outside of usual office hours in evenings weekends and school holiday periods	