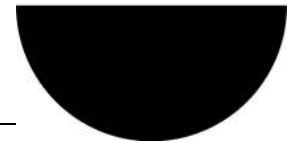


# Administrative Assistant

THE ARK  
SYNAGOGUE



## Job Description

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We are looking to recruit an Administrative Assistant, who will work to support our rabbis, care coordinator and office team in engaging members of all ages in the community's activities.

**Hours of work:** 20 h per week

**Salary:** Remuneration package up to £18,500 per annum (commensurate with experience) based on 20h

**Holidays:** Four weeks holiday per year, plus Jewish holidays normally observed by Liberal Judaism (when they fall on working days) and statutory holidays.

**Responsible to:** Rabbi Lea Mühlstein

### Areas of Responsibility

- Supporting members and the rabbis in planning lifecycle events
- Supporting the rabbis in organising Shabbat and festival services and activities;
- Administrative support for the education provision of our synagogue (both for cheder and adult education programming)
- Supporting volunteers in organising community social and cultural events;
- Assisting in publicising community activities via our website, newsletter and social media platforms;
- Assisting the rabbis in liaising with local schools and our school visit volunteers to facilitate school visits to the synagogue;
- Assisting the care coordinator and office team with administrative tasks as required.

### Person Specification

#### Skills and Abilities:

- Excellent organisational skills with attention to detail
- Excellent interpersonal skills and ability to build relationships with people from a diverse range of backgrounds and generations
- Excellent written and oral communication skills
- Willingness to communicate with stakeholders by phone, email and social media
- Ability to convey enthusiasm and the capacity to draw people in and engage them
- Ability to juggle a full workload with competing priorities
- Proficiency in use of MS office and G Suite
- Prior experience of safeguarding and first aid training is desirable

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**Senior Rabbi** Aaron Goldstein **Senior Rabbi** Lea Mühlstein **Emeritus Rabbi** Dr Andrew Goldstein

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### **Personal Qualities:**

- A self-starter, able to use their initiative
- A team player
- Ability to interact with others in a sensitive and effective way
- Flexibility with a good sense of humour

### **Experience:**

- Experience of building personal relationships with stakeholders
- Experience of supporting the delivery of programmes that involve volunteers and members
- Experience of intergenerational working
- Experience in community organising is desirable
- Track record of successfully setting up and maintaining community engagement in a range of activities is desirable

### **Knowledge and Values:**

- Appreciation of the place of Liberal Judaism in the wider community and the values that Liberal Judaism holds
- Appreciation of the importance of safeguarding and an awareness of best practice
- In depth understanding of the Jewish community is desirable
- Knowledge of how youth provision in the Jewish community is delivered is desirable

### **Application Process**

Potential applicants are welcome to contact Rabbi Aaron Goldstein ([rabbiaaron@arksynagogue.org](mailto:rabbiaaron@arksynagogue.org)) in advance of the closing date, for an informal discussion about the post.

Applications must include:

1. A covering letter explaining how you meet the requirements of the person specification and why you would be a good fit for the role;
2. A completed application form including a complete employment history.

Applications should be submitted by email to: [rabbilea@arksynagogue.org](mailto:rabbilea@arksynagogue.org). All applications will be acknowledged by email to the email address from which the application was sent.

The closing date for applications is 20 March 2024.

Shortlisted candidates will be notified by 22 March and invited for a first interview, which will take place on 26, 27 or 28 March.

Applications will be treated in confidence by the interviewing panel. The Ark Synagogue will take up references for shortlisted candidates as well as ask for DBS disclosure prior to a second interview. Any offer of employment will be conditional upon receiving both satisfactory references and DBS disclosure.



## Who We Are

We are an inclusive Liberal Synagogue, part of Liberal Judaism UK and the World Union for Progressive Judaism. We place belonging and communal prayer, care and shared Jewish experience at our heart.

In addition to employing two full-time rabbis, the synagogue is supported by a part-time care coordinator with synagogue operations being run by a wonderful administrative team who work alongside dedicated volunteers.

## Our Goals

Our Judaism is bold and brave and this is reflected in everything we do and offer. We see our synagogue as a platform that enables the active participation of everyone who is part of it. We are all co-creators of Judaism. Together we provide amazing, value-rich, personalised religious and cultural communal experiences.

We believe that Judaism throughout time has excelled in caring for its own. For decades our Synagogue has been an innovator in care for the community. We have taken that a step further by expanding the circle of those who give and receive care. We believe that a true sense of belonging occurs when people feel both authentically cared for but also have the opportunity to make a positive difference to the lives of others, within the synagogue and beyond.

## Safeguarding

The Ark Synagogue is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we therefore expect all staff and volunteers to do the same. We ask staff to undertake safeguarding training when they join us and complete a full induction to familiarise themselves with our policies and practices. Applicants will be required to undergo screening appropriate to the post, including checks with their past employer and the Disclosure and Barring Service.