



Job Description: Women's Frontline Programmes Educator

Maternity Cover

Edgware

Overall

This role is responsible for some front-line seed programmes as well as supporting others. A key part of the role is the nurturing of relationships.

The ultimate goal is to bring young families closer to authentic Judaism through on-going seed programmes.

The Job will include:

- Developing and running programmes, crafts, social events, groups, courses
- Working with other educators within established programmes to support and grow the programmes
- Recruiting participants for activities and programmes
- Identifying and interacting regularly with participants at appropriate opportunities
- Regular follow up with participants
- Getting to know and become known by identified families and to bring vibrant Jewish ideas to them
- Looking for pastoral care opportunities
- Identifying key families for measured growth
- Working with office staff on logistics, registers, data and the smooth running of programmes
- Evaluation of programmes and activities
- Participating in seminars and social events, Shabbatonim and Shabbos hosting as required

Person Specification

- High level of initiative
- Excellent people skills
- Experience in kiruv (not essential)
- Passionate about making a difference in people's lives
- Good verbal communication skills
- Experience of pastoral care and dealing with sensitive personal issues

Responsibilities and Targets

Bringing the full range of seed ideas and courses to participants	Number of participants tracked, new programmes introduced
Offering and initiating programmes	Number of events and programmes run,
Following-up and developing relationships with individuals and families promoting growth in learning and family development	Tracking of individual participant growth

Involvement in regular seed programmes and activities including seminars, and courses	
Hosting families at home from seed on a sensibly regular basis.	

Hours

Flexible timings – minimum 10 hours per week

Full time considered

Salary

Dependent on experience (please call to discuss)

Closing date Friday 6th July 2018