****

**Job Title: Jewish Cultural & Inclusion Co-ordinator**

**Accountable to: Head of Community Engagement**

**Salary: £28,000 - £34,000 FTE, depending on experience**

**Location: Stanmore and other community locations as required**

**Hours: Full time – Part time and Job Share will be considered**

**Contract: Permanent**

**Job Overview:**

To lead and encourage Jewish ethos, practice, customs, engagement and atmosphere across Norwood services. Ensuring that people we work with and support, are enabled and empowered enjoy religious and cultural practices and experiences as they wish, supported by fully trained, knowledgeable staff. Connect and support synagogues across the spectrum of Judaism, to support the inclusion and participation of neurodivergent children, adults and their families within their communities.

**Main Duties & Responsibilities:**

* Through a programme of training and resources, ensure all staff and volunteers working for Norwood have an understanding and appreciation of Judaism and a commitment that their own role is grounded in our organisational Values.
* Support and enthuse staff to enable and empower those we work with and support to enjoy, participate in and contribute to religious and cultural practices and experiences as they individually wish to.
* Educating, collaborating with, and supporting the Jewish community to raise awareness and promote neurodiversity and disability inclusivity to ensure people we support feel welcomed within the community and to practice Judaism how they wish.
* Build and develop a community framework with Synagogues across the religious spectrum, providing resources and advice to support and encourage inclusivity for neurodivergent children, adults and their families within their communities.
* Recruit, line manage and support a cohort of volunteers to assist Jewish cultural activities in Norwood settings.

**Jewish Life at Norwood**

1. Identify the Jewish cultural needs across Children and Family and Adult Services producing and implementing an annual work plan to reflect these needs.
2. Ensure people we support can access, participate and contribute to their own religious and cultural practice providing opportunities to connect with Jewish life and culture, and enabling them to make informed choices.
3. Coordinate faith-based celebrations, event planning around Shabbat and Jewish festivals in partnership with Norwood Services.
4. Support colleagues in residential and supported living homes to plan and facilitate an individualised approach to enhance Jewish practice and culture in person centred planning.

This includes providing resources, maintaining existing and developing new collaborative partnerships with our services and supporting end of life care and procedures.

1. Support and advise Children and Family Services to undertake activities in groups and clubs to celebrate Jewish festivals and Shabbat.
2. Work in partnership with the Norwood Rabbi to promote, encourage and ensure that the desired levels of kashrut and observance are checked and maintained across services, and that staff are supported, trained and able to deliver this.
3. Recruit, line manage and support a cohort of volunteers to assist Jewish cultural activities in Norwood settings.
4. In collaboration with Norwood’s marketing department, share information celebrating achievements throughout the organisation.

**Community**

1. Proactively reach out to synagogue communities building on and developing new connections, to increase engagement and raise the profile of Norwood, knowledge and understanding of neurodiversity, and cultural inclusive practices to the Jewish community.
2. Work with Synagogues to embed truly inclusive practice in their communities supporting community members throughout their lifecycle, through advice, producing Jewish cultural neurodiversity resources, and delivering innovative workshops.
3. Improve access, inclusion, collaborations and engagement with local Jewish communities and Jewish Culture volunteers to enable the people we support to find their rightful place in the community.
4. Identify and support Trust applications from synagogues for High Holy Day/ Kol Nidre appeals.

**Staff Training**

1. Facilitate the ‘Jewish way of life’ training and resources in collaboration with our Learning and Development Team colleagues, people we support and external agencies.
2. Deliver induction and on-going training and support regarding Judaism, ensuring all staff and volunteers working for Norwood have an understanding and appreciation of Judaism and the Jewish community within Norwood and a commitment that their own role is grounded in our organisational Values.
3. Create, source, provide and distribute innovative resources; easy read prayers and blessings, activities to support Jewish life across Norwood’s Adult and Children’s Services.

**General**

1. Maintain and manage excellent records of activity, with outcome and output based reporting. Ensure regular opportunities for evaluation, with co-production embedded across all delivery to inform changes to practice and to identify future programmes.
2. Work in conjunction with the wider Community Engagement Team, developing Jewish Culture volunteering opportunities and projects including our offer to schools.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| CRITERIA | ESSENTIAL | DESIRABLE |
| EXPERIENCE | * Experience in a similar role promoting religious and cultural practices. * Proven track record of building and developing community and partnerships. * Experience in organising and managing events, especially religious celebrations. | * Experience with working with people with disabilities or in a care setting. * Experience managing volunteers. * Experience with Jewish community outreach and engagement |
| QUALIFICATIONS | * Qualification in community development, youth work or religious studies |  |
| KNOWLEDGE AND SKILLS | * Deep understanding of Jewish culture, customs and religious practices. * Strong communication and interpersonal skills. * Ability to educate and train staff on cultural and religious practises. * Strong organisational and project management skills. * Ability to create and maintain community partnerships | * Knowledge of disability inclusivity practices. |
| PERSONAL CIRCUMSTANCES AND ATTRIBUTES | * Commitment to promoting inclusivity and supporting individual’s’ religious and cultural wishes. * Enthusiastic and motivational, able to inspire staff and volunteers. * Ability to travel and work in all Norwood settings * Adaptable and proactive in identifying and addressing needs. * Strong ethical standards and commitment to Norwood’s values. | * Ability to work flexible hours when required during evenings and weekends. |