



**JOB DESCRIPTION
FOR
JFS CARES CHESED ACTIVITIES COORDINATOR**

PURPOSE OF THE ROLE

JFS is embarking on an innovative new dimension of the school, where Chessed will be championed as a core school value. At the centre, sits the JFS Cares Hub, which will be the defining feature of how students learn, behave, and contribute to the wider world. Through structured volunteering pathways, charity partnerships, and student-led social action, students develop empathy, moral responsibility, and a lived understanding of inequality. The JFS Cares Hub will involve all of the JFS community to reinforce the message that kindness and service are shared communal responsibilities.

LINE MANAGEMENT

The Hub will be managed and staffed by a Chessed Project Manager and Activities coordinator who will oversee the planning and everyday Chessed activities and education. The Activities coordinator will report to the Project Manager and facilitate the activities and education that happens in the Hub.

CORE RESPONSIBILITIES

The Chessed Activities Coordinator is responsible for planning, developing, and delivering a diverse range of educational experiences, lessons and activities that support the Jewish ethos of the school. The role focuses on creating a warm, inclusive and meaningful environment, rooted in Jewish values and traditions.

- Activity Planning & Delivery: Research, create and facilitate a weekly/monthly calendar of educational experiences, lessons and activities.
- Build relationships with the JFS community individually, role modelling and mentoring students towards greater engagement with Chessed.
- Support & Engagement: Encourage participation in an innovative area of Jewish Life at JFS.
- Outings & Community: Arrange, organise, and accompany students on trips and outings to local Chessed opportunities.
- Documentation & Reporting: Maintain accurate records of participation and feedback, updating care plans regarding the social and emotional well-being of the individual.
- Budgeting & Resources: In collaboration with the Chessed Project Manager, take responsibility for the activities budget, supplies, and the maintenance of equipment.
- Volunteer Coordination: Recruit, train, and supervise volunteers to support activities.

PERSON SPECIFICATION

- Empathy: A caring nature, with the ability to build rapport with people.
- Dynamic educator with a proven record of innovative and creative programming.
- Communication: Excellent verbal and written communication skills.
- Organization: Strong time management and organizational skills to run multiple activities concurrently.
- Flexibility: Willingness to work varied hours, including early morning and after school
- Socials and Marketing: Ability to create content for school socials and promote the JFS Cares Hub for the community

OTHERS

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Safeguarding Lead.
- The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Undertake additional duties which may reasonably be required or delegated by the Headteacher, from time to time. The duties may be varied to meet the changing demands of the school.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when necessary and it may be subject to modification or amendment at any time after consultation with the holder of the post which will include but are not limited and must undertake such responsibilities as may from time to time be assigned to you by your line manager.

NOTES

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: _____

Date: __

Name (Print): _____

