



Working for the Fed Jewish Life Coordinator

The Fed is the leading social care charity for the Greater Manchester Jewish Community

Our vision

A community where people can live life to the full, feeling safe, valued, and cared for.

Our purpose

To provide outstanding advice, support, and care services to people of all ages living in the Jewish and local community.

Our values

CARING showing kindness, understanding and compassion

RESPECT focusing on each person's needs, dignity, and choice

EXCELLENCE delivering outstanding advice, support, and care

WORKING TOGETHER achieving more through partnership and teamwork

About this Job

As the Jewish Life Coordinator, you will be responsible for helping to celebrate and reinforce People's Jewish identity, culture, religion and life. You will help to bring Judaism to life at Heathlands Village.

You will do so with the understanding that we care for residents - and, indirectly, their families - from across the entire spectrum of the Jewish community. As such, you will need to be sensitive to the diverse religious needs of our residents and tenants.

The role involves educating, advising, and guiding staff on Jewish laws, customs, traditions, and values, ensuring that religious requirements are understood and respected throughout the organisation.

You will demonstrate a strong awareness of the cultural and religious needs of Jewish people, together with a commitment to maintaining and supporting those needs in a compassionate and practical way.

Above all, this role is about ensuring that our residents never lose their dignity, independence, or sense of individuality. Whatever your responsibilities, their well-being, comfort, and quality of life should always remain at the heart of everything you do.

Jewish life Coordinator : What does this job involve? (Job description)

Core Duties

- Be involved in all Yomim Tovim and Jewish holidays, working closely with the Activities Team to ensure all festivals are celebrated and marked in the correct way and are planned for. This includes events such as Yom Ha'atzmaut, Yom Yerushaliyim and similar. Ensure residents and tenants are involved with these occasions in a proactive way
- Consult with the Heathlands Shul committee on any Shul matters and keep the Shul congregation up to date with what is going on at The Fed. Develop a working partnership with the Shul committee and act as a liaison with colleagues at The Fed.
- Ensure all staff understand the rules of Shabbat and Kashrut and the needs of the residents as related to this
- Regularly visit all care households to provide support to staff and residents
- Support the induction of new staff and existing staff in terms of their learning and development regarding cultural awareness
- Liaise with the on-site Shomer and Catering Manager re Kashrut and special events and celebrations
- Support Pesach preparations across site including the arrangement of the sale of Chometz
- Provide or arrange support to enable residents and tenants to attend Shul
- Meet with new tenants and residents to understand their religious and cultural needs
- Support liaison with the Beth Din on Kashrut and Halachic issues that may arise that affect the day to day running of the organisation
- In event of a resident or tenant passing away, to provide support and advice to the family and help facilitate burial arrangements
- Arrange notices and share WhatsApp group messages when it is necessary to inform Cohanim not to enter the building due to presence of a body
- Provide pastoral support or advice to residents and tenants according to their religious needs
- To support the delivery of shiurim for residents and tenants - or arrange for someone else to lead them such as local Rabbonim or educators
- Prepare and display the Shul services and Shabbat / Yom Tov timetable

- Arrange where appropriate memorial services, ensure the timely distribution of Yartzheit notices and arrange and display memorial plaques in the Shul
- Arrange for a third party to recite a specific kaddish if requested and arrange the financial side of this
- Arrange wearing Tefillin for the immobile residents and tenants
- Putting up and checking Mezuzah's around the site.

Key Responsibilities

- To ensure the religious and cultural needs of our residents and tenants are prioritised
- Work with the Care teams and Activity team to make sure all are aware of what religious festivals are coming up and ensure residents and tenants are involved
- Work closely with the Catering Manager and the Catering department
- Organise special kiddishum for the Heathlands Shul as required
- Ensure the shul is maintained and prepared for services
- To understand and comply with all statutory and legal requirements which are relevant to the role such as Health & Safety
- Demonstrate commitment and understanding of the safeguarding of vulnerable adults.
- Commitment to fully engage with organisational communication i.e. WhatsApp, Staffology.

Jewish life coordinator : Do you have what it takes?

(Person specification: What skills, qualities, qualifications & knowledge do you need)

Kind, compassionate and empathetic

Be kind, compassionate and empathetic, so you can see things from the point of view of the person we care for, with concern for what matters to the individual.

Be able to understand that we care a wide range of Jewish people with a differing variety of religious observance.

Honest, trustworthy, and reliable

Be honest, trustworthy, and reliable, so you turn up for work when you say you will and provide the care and support, we have agreed. Be discreet and confidential.

Respect

Be reflective, open, and non-judgemental.

Treat the people you support and the people you work alongside with respect.

Courageous and principled

Show strength, courage, and commitment to speak out if something is not right or could be better. Act in accordance with the principles of human rights, equity, equality, and inclusion and in line with the organisation's values and people's care plan.

Ability to work with behaviour which may be a challenge in a caring, consistent, and patient manner.

Ability to recognise when a situation needs to be referred to a more senior colleague.

Knowledge, qualifications, and willingness to learn

Have a deep understanding and knowledge of the Jewish faith, tradition and history.

Be prepared to attend all mandatory training and to take personal responsibility for developing your own skills and knowledge. Take an active part in 1-1 supervisions and appraisal sessions.

Proud and positive

Take pride in your work and have a friendly, positive, enthusiastic, and proactive attitude.

Communication

Demonstrate the ability to converse at ease with people and provide advice in understandable and concise spoken English. Good basic written English. Able to utilise positive body language.

An ability to fully utilise digital resources and devices to record information and actively engage with the Fed's communication systems.

Our Code of Conduct

Our code of conduct is based on the principles identified by the Department of Health and produced by Skills for Care. Nothing that you do or **omit** to do should harm the safety and wellbeing of people who use care services.

This code of conduct has been drawn up to provide a source of guidance for all employees. It is not a contractual document and can be amended at any time. All staff must comply with both the provisions of this code and The Fed's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

This includes:

- Being accountable by making sure you can answer for your actions or omissions.
- Promoting and upholding the privacy, dignity, rights, health, and wellbeing of people who use health and care services.
- Working in collaboration with colleagues and relatives to ensure the delivery of high quality, safe and compassionate healthcare, care, and support.
- Communicating in an open and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.
- Respecting a person's right to confidentiality.
- Striving to improve the quality of healthcare, care, and support through continuing professional development.
- Upholding and promoting equality, diversity, and inclusion.

Caring

Behaviour we expect

- Treat people in a friendly and courteous manner, smile and make eye contact.
- Respond to people with a positive and helpful attitude.
- Show empathy, sensitivity, compassion and understanding.
- Ensure the safety and wellbeing of the people we support.
- Respond promptly to enquiries and requests for help.

Behaviour we will not accept

- Emotional, physical, sexual, verbal, or financial abuse or neglect of the people we care for.
- Forgetting that we are here to provide a service to people.
- Telling residents, tenants, service-users, or relatives that you are too busy, short-staffed or that other people's needs are more important.

Respect

Behaviour we expect

- Listen to the wishes and preferences of residents, tenants, and service-users.
- Treat residents, tenants and service-users with dignity and respect.
- Maintain people's privacy and ensure confidential information is kept safe and secure.
- Recognise that people come from different backgrounds, challenge discrimination.
- Show sensitivity to, and support, the cultural and religious needs of Jewish people.
- Treat volunteers as part of your team.

Behaviour we will not accept

- Appearing unapproachable or moody.
- Imposing personal beliefs and opinions on people.
- Bullying or abuse of colleagues.

- Inappropriate language or swearing.
- Behaviour or language that is racist, sexist, or discriminatory.

Excellence

Behaviour we expect

- Provide consistently high-quality care and service.
- Question poor practice and behaviour.
- Learn from mistakes and ask for support when you need it.
- Access opportunities for learning and development.
- Ensure your appearance is smart and professional.

Behaviour we will not accept

- Wearing inappropriate dress or having an unprofessional appearance.
- Using a mobile phone for personal use when you should be working.

Working together

Behaviour we expect

- Look for better ways to work together to achieve improvements.
- Encourage people to raise any concerns that they may have about the conduct of others in the organisation by adhering to the Whistle Blowing Policy.
- Take ownership - hold yourself accountable for your actions and how you perform in your job role.
- Follow The Fed's procedures for health and safety and infection control.
- Ensure policies and procedures are followed in your daily work.

Behaviour we will not accept

- Complaining and demoralising others without trying to change things for the better.
- Criticising colleagues or disagreeing with them in front of people.
- Blaming colleagues or other departments for mistakes.
- Being unsupportive of new ideas or change.
- Ignoring something that you know is wrong.
- Posting negative comments about people associated with The Fed or the organisation itself on social network sites, this includes 'liking' a comment on a social networking site which is detrimental to The Fed.

I confirm that I have read and understood the Job Description, Person Specification and Code of Conduct applicable to me and agree to uphold them in my daily practice at The Fed.

I understand that this Code of Conduct describes the standards of conduct, behaviour, and attitudes that the public and the people who need healthcare, care and support, should expect of The Fed's employees providing this care and support.

Print Name: _____

Signature: _____ Date: _____

Job Title: _____ Team: _____

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