

**United Synagogue Job Description**

**JOB TITLE:** Full Time Assistant / Associate Rabbi

**LOCATION:** London

**SALARY:** Negotiable plus accommodation provided in a 3 bedroom apartment within the synagogue campus – subject to requirements

**WORKING HOURS:** Full Time

**SUPPORTED BY:** The United Synagogue HR Department and Community Services Division

**REPORTS TO:** The Senior Rabbi and is expected to work in full cooperation at all times

**BENEFITS:** 20 days holiday, plus Statutory Bank Holidays

Childcare Vouchers

Auto-Enrolled Pension

**JOB PURPOSE:** To Assist the Senior Rabbi to provide spiritual and community leadership to the Kinloss community

**PRINCIPAL JOB OBJECTIVES**

1. To assist the Senior Rabbi to provide spiritual inspiration and leadership
2. To assist the Senior Rabbi to provide a modern Orthodox ethos and vision for the community
3. To assist the Senior Rabbi to motivate and lead the community in furtherance of its vision as a modern Orthodox multiplex community.

**PRINCIPAL RESPONSIBILITIES**

**Religious Education and Instruction:**

* Has a positive outward looking ethos to educating and enhancing the entire congregation’s Jewish knowledge
* Is able to work alongside others in creating and defining educational programmes that are stimulating and interesting to all members
* Can translate the spiritual and religious aspects of Judaism into relevant and contemporary applications through providing clear religious guidance
* Can model excellent teaching through shiurim, chavruta and sermons to a wide range of people

**DUTIES**

The activities below outline the key tasks and responsibilities of the post. Clearly, these may change over time but all changes will be made in consultation with the post holders and indeed may be made at their initiative.

In general terms the position will cover the following areas:

**Rabbinic & Pastoral** (In conjunction with the Senior Rabbi)

* Rabbinic presence at weekday and Shabbat services
* Giving Sermons across the minyanim and Shiurim
* Davening and leyning (if required)
* Organising and officiating at shivas/funerals/stone settings
* Counselling (training and supervision provided)
* Providing liaison and educational guidance to engaged and newly married couples
* Making hospital and home visits to members
* Attending community social events
* Visiting and interacting with our on-site kindergarten
* Contributing Divrei Torah to publications on a regular basis including the US daf Hashavua
* Developing new ideas to engage, teach and learn
* Organising and hosting large and small Friday night dinners for adults within the
* Community from time to time
* Participating and liaising with Young United Synagogue for joint events
* Home Shabbat and Yom Tov entertaining
* Devising engaging religious/educational/cultural/social activities
* Willing to teach Bar mitzvah boys (remuneration as agreed by the Assistant Rabbi)

**Community building:**

* Engages and connects with all members of the community, and seeks to increase their involvement with the shul
* Is able to encourage and motivate all aspects of the community to get involved, e.g. the most religious to the less observant, young people through to the elderly, singles, and families, women, etc.

**Community leadership:**

* Provides spiritual inspiration in everything he does – through sermons, one-to-one contact, and working as part of a Rabbinical Team
* Is open-minded and able to connect to all aspects of the community, and encourages others to do so

**Organisational leadership:**

* To assist the senior Rabbi in all communal and religious activities, programmes and issues
* Works closely and in partnership with the office team, lay leaders and volunteers

**Social and Cultural Enrichment:**

* Assisting the senior Rabbi in developing and running programmes that touch the lives of all segments of the community
* To assist the Senior Rabbi to embrace the concept of the ‘whole’ person and develop programmes accordingly

**Youth and children:**

* Promotes and ensures the education and ‘yiddishkeit’ of future generations
* Has a genuine interest in young people and children, and their families
* Engages with young people on a one-to-one or in a group, and inspires and excites them about Judaism.
* When requested by the Senior Rabbi to use occasions of Bnei Mitzvoth to inspire and motivate young people.

**Israel engagement:**

* Encourages and reinforces the community’s individual and collective identification with the State of Israel, e.g. through Yom Ha’Atzmaut
* Identify along with the Senior Rabbi opportunities for the community to enhance their relationship with Israel, through educational and cultural experiences

**Extra-communal activities:**

* Is willing to participate in broader communal activities as a representative of Kinloss

**PERSON SPECIFICATION**

**Experience:**

* Some communal rabbinical experience within a Modern Orthodox Community would be desirable

**Attitude and disposition:**

* Modern Orthodox outlook
* Passionate Zionist
* Non-judgemental and ability to interact with all kinds of people
* Self-confident and outgoing in style
* Is energetic and dynamic in style and approach

**Skills:**

* Excellent communication skills – verbal and Written
* Excellent English language skills – both understanding and communicating
* Leadership skill that inspires and motivates others
* Effective planning skill that translates into actual deliverables
* Organisation ability to manage competing demands and priorities
* Makes use of effective processes that contribute to the smooth running of the Shul, in conjunction with the Senior Rabbi and office team
* Analytical skills in order to identify and evaluate options and opportunities,
* Excellent public presentation and speaking skills including a strong, powerful and impactful mode of delivering sermons when required
* Ability to lead services, lein, daven etc.
* Empathy and social skills to understand the perspectives/motivations of others
* Effective development and management skills
* Effective influencing and persuasion skills.
* Team working skills - the ability to work as part of a team led by the Senior Rabbi
* IT skills – commonly used programmes, databases etc.

**Qualifications:**

* Substantial level of yeshiva education and Semicha acceptable to the United Synagogue and the Office of the Chief Rabbi
* Ongoing and active in their own Jewish learning
* Secular education – ideally to degree level

**GENERIC OTHER DUTIES**

* Committed to the aims of the United Synagogue and act as an ambassador for the organisation.
* Comply with The United Synagogue’s policy and procedures and code of expectations.
* Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff.
* Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy.
* Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development.
* Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff.
* Undertake such other duties that occasionally fall within the purpose of the post.
* Maintaining high levels of discretion and confidentiality at all times.
* This Job Description and Person Specification are not prescriptive; it merely outlines the key tasks and responsibilities of the post. The key tasks and responsibilities are subject to change and any changes will be made in consultation with the post holder.
* This Job Description is subject to alteration, in response to changes in legislation or The United Synagogue’s operational procedures.
* **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975.**
* **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.**