

**UNITED SYNAGOGUE JOB DESCRIPTION**

**JOB TITLE**: Assistant Rabbi

**LOCATION:** Mill Hill United Synagogue

**WORKING HOURS**: Full Time

**SALARY:** Competitive remuneration package (depending on experience) plus accommodation

**REPORTS TO**: Chairman/Honorary Officers – Mill Hill United Synagogue

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays

Childcare Vouchers

 Auto-Enrolled Pension

**JOB SUMMARY**

Mill Hill United Synagogue is a large and growing community with the largest number of under 21’s in any United Synagogue community. Of our 3,000 members, around 1,000 are under-21.

Our Assistant Rabbi’s time will be split between delivering pastoral and rabbinic duties (30%), supporting youth (30%), young families and newly married couples (30%) and new members (10%).

The successful candidate will be able to help our members feel engaged, empowered and a valuable part of the community, whatever their contribution – and to make Judaism relevant for their lives.

**JOB PURPOSE**

To provide religious, educational, congregational and administrative responsibilities in conjunction with the Senior Rabbi.

The Assistant Rabbi/ Assistant Rabbi & Rebbetzen will join the rabbinic team, which comprises the Senior Rabbi & Rebbetzen. (See Assistant Rebbetzen job description).

Key areas of focus for this position will include:

* To share rabbinic and pastoral activities.
* To become integral members of the religious leadership team and to engage and become connected to the community.
* To provide direction, support and devise innovative programmes for youth/young adults in conjunction with youth directors and Tribe.
* To provide support for young adults and young married members (with or without children); and reach out to those who are not yet members
* Proactively engage new members
* Guiding and supporting children’s services and activities and leading the CRP programming

# RESPONSIBILITIES

**Pastoral:**

* Attend all weekday/shabbat and yom tov services
* Deliver sermons and shiurim.
* Be involved in pastoral duties and life-cycle events such as weddings, funerals, shiva homes and bikur cholim.
* Support the rabbinic team in relation to other wider communal responsibilities and pastoral duties, where relevant.
* Leading explanatory services.
* Davening and leining (if needed).

**Educational Responsibilities:**

* Prepare and deliver shiurim in conjunction with existing programme.
* Organise and conduct educational programming for youth, young marrieds and young families in the community.
* Attend all relevant training provided by P’eir.
* Attend all relevant training provided by Tribe (including the Tribe Engage Conference).
* Networking to bring speakers and events to the community.

**Young Marrieds and Young Families:**

* Support and bolster existing programme of events for young marrieds and young families.
* Attend community events
* Work with Shul office to publicise shul events and activities in the community utilising printed and online media including Facebook, Twitter and Instagram etc.
* Providing a focal point within the Shabbat morning service for young families inside the main service. Finding speakers for weekly Ten Talks and managing Shabbat morning coffee bar.
* Organising and hosting large and small Friday night dinners.
* Participating with Young United Synagogue for joint events.
* Home Shabbat and Yom Tov entertaining.
* Devising interesting religious/educational/cultural/social activities.
* Run Shabbat morning coffee bar and Ten Talks

**Children and Youth**

Work closely with existing youth directors and youth advisory team to:

* Pro-actively engage with children and teenagers of the community on a regular basis, and encourage the involvement of young parents in communal life.
* Create a warm and welcoming environment for children (including the very young) in the shul and at services.
* Work with youth directors to implement and apply a strategy to engage young people across the religious spectrum.
* Engage young people from less religious backgrounds who may presently be unconnected and are disengaged both with the Shul and the community.
* Support the youth service (in conjunction with the youth advisory team and youth directors) with the long term objective of growing a vibrant and well attended minyan at the heart of the Shul community.
* Develop and implement programming for Bnei Mitzvah children and their families. Develop and implement programmes which seek to retain all those family members who visit the Shul during the period leading up to the celebration, but who choose not to return immediately following it.
* Work with Tribe and youth directors to introduce and implement the Tribe Curriculum, organising regular clubs and events for the youth including Sababa and promote central Tribe events including Learn2Lead and Tribe summer camp.
* Work with youth directors to create social and educational events for all festivals (e.g. Purim, Chanukah).
* Attend central Tribe programmes as and when required.
* To host young people and their families for Shabbat and Yom Tov.
* To build a close connection with local schools including Mathilda Marks Kennedy and Etz Chaim and the Cheder with a view to securing symmetry between the schools and Cheder.
* To build a relationship with the Nursery based at Mill Hill Shul and toddler group.
* Work closely with and support existing committee of volunteers who organise events for children.

**New Members**

* Work with Executive and Board of Management to develop and implement a strategy to welcome and engage new members.

**Administrative Responsibilities:**

* Assist the Senior Rabbi with administrative duties and other projects.
* Stand-in for the Senior Rabbi when he is not available.

**PERSON SPECIFICATION**

The successful candidate(s) will provide the community with a positive and engaging role model of Orthodox Jewish family life. The candidate(s) should demonstrate the following qualities, skills and experience:

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| **Essential** | **Desirable** | **Comments** |
| **EDUCATION*** Acceptable semicha to the Chief Rabbi & LBD
 | * University Graduate
 | **Please include copies of your semicha certificates with your application** |
| **APTITUDE/SKILLS*** To motivate and lead people towards active engagement in community life
* Ability to offer meaningful, spiritual comfort to those in need
* Exceptional people skills
* Strong verbal and written communication skills
* To work independently but accept mentoring and direction
* Cultivate relationships with young adults and new members
* Ability to inspire and gain confidence and trust
* Computer literate
 | * Full UK Driving licence
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| **EXPERIENCE*** Ability to lead a community including counselling and pastoral work
 | * Educating young people or adults
* Counselling qualification
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| **PERSONAL CIRCUMSTANCES** | * The Assistant Rabbi position is open to married couples
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| **PERSONAL QUALITIES*** Approachable
* Excellent time-keeping, arriving before the start of all services
* Discrete
* Organised
* Ability to work with our lay leader(s)
* Innovative
* Energetic
* Self-motivated
* Excellent communicator
* Tolerant and be able to relate to members whatever their knowledge and observance
* Open home to congregants on a regular basis
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**GENERIC 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/undertaking 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 is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
* This Job Description is subject to alteration in response to the 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**