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**United Synagogue Job Description**

**JOB TITLE**: Assistant Rabbi

**WORKING HOURS**: Preferably Full Time but Part Time may be considered

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

**REPORTS TO**: Chairman/Honorary Officers – Woodford Forest United Synagogue

**JOB SUMMARY**

Woodford Forest United Synagogue is a large and growing community. The shul has been created by the merger of two local communities approximately 2 years ago. We are looking to bolster our rabbinic team to meet demand for pastoral support within the community. Unlike many other Shul’s of our size, we do not have an assistant rabbinical couple. We feel there is a great opportunity for an assistant Rabbi and Rebbetzen to engage many members of our community including new members, existing members who aren’t currently active, the youth, young marrieds and young families as well as support our senior rabbi and Rebbetzen in their day to day roles.

We are looking for candidates who can help our members feel engaged, empowered and a valuable part of the community, whatever their contribution – and to make Judaism relevant for their lives.

1. **MAIN PURPOSE OF JOB**

The Assistant Rabbi will assist the Senior Rabbi.

 Key areas of focus for this position will include:

* To share rabbinic and pastoral activities.
* To provide support and devise programmes for existing members of the community with particular focus on members who are not yet engaging with the synagogue and to reach out to those who are not yet members.
* To plan and deliver a broad variety of educational, cultural and social programmes.
* To become integral members of the religious leadership team and to engage and become connected to the community.

**2 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

Assisting in and formulating outreach projects

Rabbinic presence at all weekday and Shabbat services

 Giving Sermons and Shiurim

 Leading explanatory services

Davening and leining (if needed)

Officiating at shivas/funerals/stone settings

Counselling (training and supervision provided)

Educating to-be married and newly married couples

Making hospital and home visits

Attending community social events and Simchas

Giving non-Jewish schools tours of our shul

Assisting in kashrut supervision

Developing new ideas to engage, teach and learn

Building links with local Jewish schools and with member’s children who attend non-Jewish schools

* **Young Adults and Young Marrieds**

Managing and expanding the database of and programmes for young adults and young marrieds.

Undertaking publicity for shul events and activities in the community utilising printed and online media including Facebook, twitter, Instagram etc.

Providing a focal point within the Shabbat morning service for young men inside the main service.

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.

Attendance at relevant United Synagogue training including the annual Tribe Engage Conference.

* **Educational**
1. Organising regular and periodic communal educational programmes.
2. Giving shiurim and developing new programmes for individuals, groups and interest groups.
3. Networking with other Assistant/Associate Rabbis to bring speakers and events to the community.
* **General**

To welcome, befriend, entertain and teach; and help create a vibrant, caring, and stimulating Jewish life in the area.

Interact with members of the community, particularly those who tend not to engage with regular activities and irrespective of their level of religious observance.

Connect with the groups who meet on our premises.

Recruit and welcome new members and help them integrate into the community.

Help in all aspects of the running the synagogue and community.

To actively promote the work of the United Synagogue, Tribe and to foster a positive attitude to Israel and Zionism.

1. **GENERIC DUTIES**
* Commit 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 Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post.
* Maintain 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.**

***PERSON SPECIFICATION***

**QUALITIES AND SKILLS**

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

| Essential | Desirable |
| --- | --- |
| **Education*** Yeshiva/Seminary
* Semicha acceptable to the United Synagogue and

 Chief Rabbi | * University graduate
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| **Aptitude*** Personal warmth and the ability to relate in a relaxed and caring way to people of varied backgrounds, ages and degrees of Jewish commitment & observance.
* Preparedness to entertain extensively on Shabbat and Chagim.
* A love of teaching and an ability to communicate Torah principles and texts effectively.

**Skills*** Ability to work with the members of the professional and lay team.
* Computer literacy and the utilisation of effective marketing and organisational strategies.
* Willingness to develop skills with appropriate training to counsel and support people in regard to a wide range of personal issues and life events.
* Driving Licence.
* Strong verbal and written communication skills.
* Ability to engage with cross section of the community.
* Ability to inspire and gain confidence and trust.
 | * Ba’al Koreh
* Ba’al Tefilah
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| **Experience*** Some experience of a United Synagogue style modern orthodox community.
* Organising events and programmes.
* Teaching young adults.
* Some pastoral work.
 | Previous rabbinic experience working in a United Synagogue style community |