



## UNITED SYNAGOGUE JOB DESCRIPTION

<b>JOB TITLE:</b>	Rebbetzen
<b>REPORTS TO:</b>	Chair or Vice- Chair: Sutton & District United Synagogue
<b>SALARY:</b>	Circa £5,000 plus provision of on-site accommodation
<b>WORKING HOURS:</b>	Part Time: Shabbat and Yom Tov plus 5-7 hours per week

### PRIME RESPONSIBILITIES

To partner with and support the Sutton Rabbi in all communal matters and, (where appropriate and in conjunction with the Rabbi) to offer religious guidance and support to all members of the Sutton Community.

### PRINCIPAL DUTIES

The Rebbetzen must be active in the following areas:

- To regularly attend Shul services on Shabbat and festivals, offering and be a welcoming face to regular attendees and to visitors irrespective of their level of observance
- To engage with members of the Sutton Community in a friendly and approachable manner, including occasional attendance at the Friendship Club and JACS
- Alongside the Rabbi, to provide hospitality and entertainment to members of the Sutton Community, particularly on Shabbat and festivals
- Where appropriate, to visit and offer support to new mothers, the disabled, sick and bereaved members of the Sutton Community
- To provide guidance and spiritual support to brides within the Sutton Community, and to Bat Mitzvah girls including - and not limited to - tutoring
- To accompany the Rabbi at communal social events, and external events where appropriate
- To pursue the formation of a social group for young married mothers and their children

- To assist the Rabbi in seeking out and encouraging potential new members for the Community
- To perform all other tasks that would reasonably be expected of an active and committed Rebbetzen in a mainstream, modern and orthodox community

## OTHER

- All employees are required to be aware of their responsibilities towards health and safety and to adhere to fire regulations
- To be expected in undertaking the above role to comply with any policies and procedures that United Synagogue may issue any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility
- This job description does not encompass the complete duties and should be treated as a guide to the duties that the Rebbetzen is expected to perform
- The job holder must be prepared to work unsocial hours from time to time.
- This job description may be amended to meet the changing requirements of the community at any time after full discussion with the job holder
- **Because 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**