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## United Synagogue Job Description

**JOB TITLE:** Welwyn/HatfieldCommunity Development Rebbetzen (Part-Time) **- fixed term position, initially for 2 years.**

**LOCATION:** Hatfield

**WORKING HOURS:** Part-Time

1 days per week, in addition to Shabbat and Chaggim

In the case of a Rabbinic Couple, these hours can be split between the Rabbi and Rebbetzen, as agreed with the US

**REMUNERATION &** Accommodation will be provided in the Welwyn/Hatfield **EXPENSES:** area, salary will be discussed at interview and additional

expenses to be paid in accordance with United Synagogue procedures

**REPORTS TO:** Line Manager – US Centre – individual TBC

Chief Rabbi – United Synagogue (Ecclesiastical)

The line manager will chair a Welwyn/Hatfield community development advisory team, which will include the Chair of Welwyn Garden City Hebrew Congregation

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

Childcare Vouchers

Auto-Enrolled Pension

**JOB PURPOSE**

To develop the Jewish community of Welwyn/Hatfield working closely with the Rabbi/Rabbinic couple of Welwyn Garden City Hebrew Congregation & promote US membership.

**DUTIES & RESPONSIBILITIES**

The exact split of responsibilities between the Community Development Rabbi and the Community Development Rebbetzen will be agreed upon appointment.

**Community Development**

* Together with the Community Development Rabbi, to strengthen and build the growing Jewish community in Welwyn Garden City and Hatfield, with a particular focus on those new to the area by:
  + Building relationships with those in the area in order to understand their needs and those of their families and peers
  + Building a relationship with the University of Hertfordshire and its Jewish students
  + Being the key ‘welcomer’ in the area for new Jewish arrivals, ‘knocking’ on homes with a mezuzah and planning a follow-up to each contact
  + Providing regular Shabbat and Chaggim hospitality for existing and potential US members
  + Holding social events of all sizes in the area, making use of your home, local public areas and the Welwyn Garden City synagogue building
* Promote US membership

**Building infrastructure**

* Together with the Community development Rabbi, to work with partners such as schools and businesses to build the local Jewish infrastructure in line with the need of the growing community

**Marketing Welwyn/Hatfield as a new Jewish centre**

Together with the Community development Rabbi;

* To be an ambassador for the area and, along with the Welwyn Garden City Rabbi/Rabbinic couple, to be the ‘face’ of the growing community
* To be a contact for those considering moving into the area, meeting with them to understand their requirements and showing them the area
* With the support of the US, to actively promote the area through social media, print and PR

**Membership**

Together with the Community development Rabbi;

* To promote membership of Welwyn Garden City Hebrew Congregation, The US and TCM (where appropriate)
* To build links between new arrivals and the established community, by planning joined-up programming, festival celebrations and chesed activity

**Volunteer base**

Together with the Community development Rabbi;

* To build a volunteer base – empowering local people to shape the development of the growing community
* Initiating local social action projects

**PERSON SPECIFICATION**

**The person to be appointed to this post should able to demonstrate the following:**

**Education and Skills**

* Seminary Level Orthodox Jewish Education
* Ability to inspire, motivate and lead people towards active engagement in community life

**Experience**

* Jewish leadership
* Initiation and implementation of community projects
* Working with Jewish people of all backgrounds
* Working in partnership with others- managing stakeholders

**Personal qualities and skills**

* Exceptional interpersonal skills
* Genuine interest in people
* Understanding of the Jewish and wider community in the UK
* Creative mind-set
* Pioneering attitude
* Organised with strong diary management
* Innovative
* Self-motivated
* Tolerant and be able to relate to members whatever their knowledge and observance
* A commitment to the ethos of the United Synagogue
* Able to demonstrate a centrist orthodox ethos and commitment to the state of Israel

**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**