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## United Synagogue Job Description

**JOB TITLE:** Rebbetzen – Welwyn Garden City Hebrew Congregation

**LOCATION:** Welwyn Garden City

**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 Garden City **EXPENSES:** area, salary will be discussed at interview and additional

expenses to be paid in accordance with United Synagogue procedures

**REPORTS TO:** Chair – WGC Hebrew Congregation (line)

Chief Rabbi – United Synagogue (Ecclesiastical)

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

Childcare Vouchers

Auto-Enrolled Pension

**JOB PURPOSE:**

To work in partnership with the Rabbi to provide spiritual and communal leadership to the WGC Hebrew Congregation.

**JOB SUMMARY**

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

The Rebbetzen will be expected to support and develop activities for the community as a whole but in particular for women and girls within the community.

**DUTIES & RESPONSIBILITIES**

To work in partnership with the Rabbi of Welwyn Garden City Hebrew Congregation, supporting him in all communal matters and independently offering guidance and support to all members of the Welwyn Garden City Hebrew Congregation (WGCHC).

**Pastoral**

In partnership with the Rabbi of WGCHC to;

* Actively and enthusiastically represent the synagogue to its members in a pastoral capacity, attending to the religious, spiritual and emotional needs of members of the community and their families at all times
* This includes working with life cycle families prior to these events (e.g. meeting Bar/Bat Mitzvah families, and preparing couples for their wedding)
* To support the Board of Management and the lay leadership, and play an active role in tending to the social and welfare needs of members of the community

**Education**

In partnership with the Rabbi of WGCHC to;

* Support and encourage members of the community in developing greater knowledge and understanding of Judaism, Halachah, Jewish traditions and practice through acting as a role-model and through dialogue, education and personal involvement

**Children and Youth**

In partnership with the Rabbi of WGCHC to;

* Be actively involved in the running of the Cheder, to develop and youth and children’s services, religious, educational and social programmes for the children and youth of the community, in conjunction with the relevant Synagogue committees

**Community Development**

In partnership with the Rabbi of WGCHC to;

* Play a prominent and visible role in the social, cultural, charitable, educational and welfare groups and activities within the community and, where appropriate, in the wider community, including local Jewish welfare organisations and liaison with the local Jewish schools.
* Undertake such other duties in support of the above accountabilities, including participation in Synagogue committees, as and when requested by the lay leadership of the community.
* Work in conjunction with the Community Development Rabbi/Rabbinical couple to develop the wider Welwyn Hatfield Jewish community

**Other Duties**

* To encourage and reinforce the community’s identification and links with the State and people of Israel through personal commitment and involvement at both communal and religious level within and beyond the Welwyn Garden City Hebrew Congregation.
* At all times, to uphold and maintain the ethos of the WGC Hebrew Congregation and the wider United Synagogue.
* To represent the WGC Hebrew Congregation at appropriate forums within the local community, United Synagogue and wider Jewish community as and when required.
* Providing regular Shabbat and Chaggim hospitality for members of potential Members in the area

**PERSON SPECIFICATION**

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

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| --- | --- | --- |
| Essential | Desirable | Comments |
| **EDUCATION**   * Appropriate Jewish Education from at least 1 year in Religious Seminary | * University Graduate |  |
| **APTITUDE/SKILLS**   * To motivate and lead people towards active engagement in community life | * Full UK Driving licence * Computer literate |  |
| **EXPERIENCE**   * Outreach work * Building sustainable communities * Social media * Networking | * Educating adults & Children * Leading women’s focused activities |  |
| **PERSONAL QUALITIES**   * Approachable * Excellent time-keeping, * Discrete * Organised * Ability to work with and develop lay leader(s). * Innovative * Self-motivated * Excellent communicator * Tolerant and be able to relate to members whatever their knowledge and observance | * Able to demonstrate a United synagogue 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**