



United Synagogue Job Description

JOB TITLE:	Assistant Rebbetzen (Fixed Term for 2 years)
LOCATION:	Hendon Synagogue
WORKING HOURS:	Shabbat & Chagim, in addition to 8 hours per week
SALARY:	Competitive remuneration package (commensurate with experience)
REPORTS TO:	Chair or Vice Chair
BENEFITS:	20 days holiday, plus 8 Bank Holidays - pro rata Ride-to-Work Scheme Auto-Enrolled Pension

JOB SUMMARY

Hendon United Synagogue, a long established institution of Anglo-Jewry, is located in the centre of Hendon with easy access to transportation as well as all Jewish facilities. With 1350 members, it is a diverse, welcoming community, led by Rabbi Mordechai and Rebbetzen Judy Ginsbury, and offers unparalleled pastoral, educational and social interaction. The large campus has been partially renovated, offering modern and elegant accommodation in its fully air conditioned and comfortably furnished Hardman Wing, comprising a Bet HaMedrash, hospitality rooms, cloakroom and offices. It boasts the latest addition on the 'Mikvaot' scene with the state of the art Central Hendon Mikvah (CHM, operated by an independent Trust). There is a large community centre, currently occupied during the week by Tifferes School, a Mikvah Keilim, a large Succah area and parking facilities. The main Synagogue is majestic and is likely to undergo renovation in the next few years. HUS regularly attracts world class speakers and offers abundant and innovative programmes.

This role will be split between youth leadership (15%), supporting young married and young families (30%), pastoral/rabbinic support (20%), recruiting and engaging new members (20%), and original programming and support of existing events (15%).

JOB PURPOSE

Under the leadership of the Senior Rabbi, the Assistant Rebbetzen to focus mainly on the younger demographics, both on existing members and potential members, in the area surrounding the Synagogue. The role(s) will be to inspire, recruit, retain, engage, educate and stimulate these groups in order to maintain and ensure the continued success of the Synagogue.

The Assistant Rebbetzen will join the rabbinic team, which comprises the Senior Rabbi & Rebbetzen.

Key areas of focus for this position will include:

- To provide direction, support and devise innovative programmes for youth/ young adults in conjunction with the existing team of youth workers
- To provide support for young adults and young married members (with or without children); and reach out to those who are not yet members
- To become integral members of the religious leadership team and to engage and become connected to the community
- To share rabbinic and pastoral activities as required and actively support Senior Rabbi (as required)
- To proactively engage new members
- To deliver other new initiatives and projects (to be decided)
- Help identify and engage potential leaders and volunteers in the wider community
- To develop and implement a strategy to engage and welcome new members

RESPONSIBILITIES

Pastoral:

- Attend daily and shabbat/yom tov minyanim
- Be involved in pastoral duties and life-cycle events such as weddings, funerals, shiva homes and bikur cholim as required
- Assist Senior Rabbi as required
- To support the Rabbinic team in relation to wider communal responsibilities and pastoral duties, where relevant

Educational Responsibilities:

- Prepare and deliver shiurim in conjunction with existing programmes as required
- 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)

Congregational Responsibilities:

- Develop relationships with congregants of all ages, with a particular focus on youth and young adults ("young professionals") and those with young families:

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:

Essential	Desirable
EDUCATION	<ul style="list-style-type: none"> • University Graduate
APTITUDE/SKILLS <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Full UK Driving licence
EXPERIENCE <ul style="list-style-type: none"> • Ability to lead a community including counselling and pastoral work 	<ul style="list-style-type: none"> • Educating young people or adults • Counselling qualification
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • The Assistant Rabbi position is open to married couples
PERSONAL QUALITIES <ul style="list-style-type: none"> • 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 	

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**