



United Synagogue Job Description

JOB TITLE:	Associate Rebbetzen (as part of a couple) - Part-time, fixed term, initially for 2 years
LOCATION:	Hampstead United Synagogue
WORKING HOURS:	7 hours per week, one week of four on Fridays, Saturdays only, plus chagim (tbc, subject to discussion with applicants)
SALARY & EXPENSES:	A competitive salary; additional expenses will be paid in accordance with United Synagogue procedures
REPORTS TO:	Line Manager: the Chair of Hampstead United Synagogue, or a delegated individual Chief Rabbi - United Synagogue: Ecclesiastical
BENEFITS:	20 days holiday, plus 8 Bank Holidays, pro rata for working 7 hours a week Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension
JOB PURPOSE:	To provide home hospitality to the community

OVERVIEW OF ROLE

Hampstead Synagogue is a friendly, modern orthodox community characterised by a rich mixture of tradition and forward thinking, which we call 'Minhag Hampstead'. Under the guidance of Rabbi Dr. Michael Harris we combine an inclusive outlook with an emphasis on education and cross-communal dialogue.

We desire to build on our heritage by reaching out to new generations of Hampstead Jews, particularly young families seeking a welcoming and fresh-thinking community in the area.

An additional Rabbi/Rabbinic Couple is/are sought to enact this ambition, by providing additional depth and breadth to Hampstead Synagogue, always upholding the ethos, customs and practices of Modern Orthodox Judaism under the authority of the Court of the Chief Rabbi.

MAIN DUTIES & RESPONSIBILITIES

This job description does not encompass the complete duties and should be treated as a guide to the duties that the Associate Rabbi is expected to perform.

PRINCIPLE DUTIES

1. To encourage the growth of the community through personal, family and group engagement. Particularly with regard to with young families, to engage with them at Hampstead Synagogue when there, and to host them for meals at a rate equivalent to once a month, at home.
2. To engage and build relationships with people at Hampstead Synagogue, encouraging them to give of themselves to the community and to each other; and to spread this spirit more broadly, contributing to the Shul being a warm, welcoming place, known for openness, hospitality and mutual support.
3. To actively and enthusiastically represent the synagogue to its members, attending to the religious, spiritual and emotional needs of members of the community and their families at all times.
4. To enthuse, inspire and engage members of the community in developing greater knowledge and understanding of Judaism, Halacha, Jewish traditions and practice, and Israel through acting as a role-model and through dialogue, education and personal involvement.

COMMUNITY DEVELOPMENT

- To strengthen and build Jewish engagement in West Hampstead through a variety of avenues and methods:
 - Build constructive and reciprocal relationships with Hampstead members and prospective members in their 20s and 30s;
 - Together with the Additional Rabbi to engage with a members and/or visitors on Shabbat and Chagim;
- To work with lay leadership to target and attract new members
- To participate in CPD including attendance at P`eir seminars and conferences
- To participate and engage with the US P`eir annual review and goal setting for Rabbonim

PERSON SPECIFICATION

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

Essential	Desirable	Comments
<p>EDUCATION</p> <ul style="list-style-type: none"> • University Graduate 		
<p>APTITUDE/SKILLS</p> <ul style="list-style-type: none"> • Ability to motivate and lead people towards active Jewish engagement, individually, in groups, and as a community • Ability to offer meaningful, spiritual comfort to those in need 	<ul style="list-style-type: none"> • Full UK Driving licence • Computer literate 	
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • ‘Outreach’ work (in the broadest sense) • Contributing to communities • Event management (incl. marketing) • Social media • Networking 	<ul style="list-style-type: none"> • Educating adults 	
<p>PERSONAL CIRCUMSTANCES</p> <ul style="list-style-type: none"> • Able to demonstrate a centrist orthodox ethos and commitment to the state of Israel; openness to use of erubin • To engage as far as possible with those not currently aspiring to shomer Shabbat status 		
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Approachable, personable • 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 		

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**