



United Synagogue Job Description

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| JOB TITLE: | Rebbetzen |
| LOCATION: | 48 Finchley Lane, London, North West London |
| WORKING HOURS: | Part Time Hours to be negotiated |
| REPORTS TO: | The Rebbetzen alongside the Rabbi will report to the Chair Or a nominated Honorary Officer of Magen Avot Ecclesiastical Authority - The Chief Rabbi |
| BENEFITS: | 20 days holidays plus 8 Bank Holidays (pro rata) Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension |
| SALARY: | Commensurate with experience |

NATURE & SCOPE

Key areas of focus for this position will include:

- To provide support to the Rabbi in his rabbinic and pastoral activities.
- To become an integral member of the religious leadership team and to engage and become connected to the community.

DUTIES

To partner the Rabbi in his religious, educational, congregational and administrative responsibilities.

TERMS AND CONDITIONS

- The precise number of working hours will be discussed and agreed as part of the recruitment process.
- The job-holder must be available to work unsocial hours including weekends

QUALITIES AND SKILLS

The successful candidate will provide the community with a positive and engaging role model of modern Orthodox Jewish family life. The candidate should:

- Demonstrate personal warmth and the ability to relate in a relaxed and caring way to people of varied backgrounds, ages and degrees of Jewish commitment and observance
- Be prepared to entertain on Shabbat and Yom Tov
- Be able to counsel and support people in regard to a wide range of personal issues and life events, handling individual questions and private issues with sensitivity and tact.

OPTIONAL ADDITIONAL RESPONSIBILITIES

- To deliver shiurim and input into the community's educational programming

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.

Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy

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 does not encompass the complete duties and should be treated as a guide to the duties that the Assistant Rebbetzen is expected to perform.

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.

**PERSON SPECIFICATION - REBBETZEN
MAGEN AVOT**

Education

- University Graduate or similar

Aptitude/Skills/Competencies

- A team-player with excellent interpersonal and pastoral skills
- Can relate to and respect and value all of the community regardless of their level of observance or commitment
- Demonstrates ability to lead and inspire people of all ages
- Ability to inspire the community in the modern orthodox approach to life and belief
- Keen to motivate and lead people towards active engagement in community life
- Ability and confidence to deliver meaningful sermons to a diverse audience
- Ability to offer meaningful spiritual comfort and counsel to those in need
- Ability to develop educational programmes for all ages and at all levels
- Excellent written and spoken communication skills
- Listening skills
- Valid Driving Licence

Experience

- Pastoral work
- Teaching children, young people and adults
- Counselling
- Experience of continuing professional development Understanding and appreciation of the secular world
- Innovation and running of outreach programmes

Personal Circumstances

- Prepared to live within a 0.5 mile of Magen Avot and within the Eruv
- Flexible approach to working hours
- Support use of the local Eruv

Personal Qualities

- Approachable, warm and welcoming
- Friendly, outgoing
- Excellent verbal and written communicator
- Motivator
- Non-judgmental
- Innovative
- Demonstrates leadership skills
- Passionate
- Enthusiastic and energetic
- Able to organise others
- Hard working and self-motivated
- Embraces modern orthodox philosophy and practice
- Proud supporter of the State of Israel
- Tolerant of other views and belief systems within and external to Judaism
- Ability to work as part of a team with professional staff and lay leaders
- Demonstrates confidentiality, professionalism, discretion and integrity at a high level
- Shabbat and Chagim
- Ability to act as a mediator in disputes
- A strong belief in Torah im Derech Eretz.
- An unblemished record of integrity and honesty