



## United Synagogue Job Description

<b>JOB TITLE:</b>	Rebbetzen
<b>LOCATION:</b>	Birmingham Central United Synagogue
<b>WORKING HOURS:</b>	Part time hours to be negotiated during the recruitment process. This role will require the candidate to work some unsocial hours including some evenings and Sundays.
<b>SALARY:</b>	Dependent on candidate experience
<b>REPORTS TO:</b>	Chair - Birmingham Central United Synagogue
<b>BENEFITS:</b>	20 days paid holiday plus all public Bank Holidays - (pro rata), Ride-to-Work Scheme Auto-Enrolled Pension

### **JOB PURPOSE:**

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.

### **MAIN FUNCTION**

To work in partnership with the Rabbi, supporting him in all communal matters and independently offering religious guidance and support to all members of the Birmingham Central Community. 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.

### **MAIN ACCOUNTABILITIES**

It is expected that the Rebbetzen will be able to provide support to the Community in several of the following areas:

- Alongside the Rabbi, to provide hospitality and entertainment to all members of the community particularly over Shabbat, Yom Tov and other festivals.
- To support the work of the Rabbi, where appropriate visiting and offering support to sick and bereaved members of the community.
- To create and deliver regular shiurim and offer religious guidance to female members of the community according to a schedule agreed with the Rabbi and the Honorary Officers.

- To assist the Rabbi and participate in the delivery of religious and educational programmes and events.
- To attend shul services on Shabbat and festivals on a regular basis, offering guidance and a welcoming face to regular attendees and visitors irrespective of their level of observance.
- Provide guidance and spiritual support to brides and encourage the observance of Tahara Mishpacha and mikvah.
- To support the Ladies Guild and assist with their activities.
- To perform all other tasks that would reasonably be expected of an active and committed Rebbetzen in a mainstream, modern orthodox Diaspora community.

**PERSON SPECIFICATION**

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

Essential	Desirable
<p><b>Aptitude/skills</b></p> <ul style="list-style-type: none"> <li>• To motivate and lead members and potential members towards active engagement in community life and a greater commitment to religious observance</li> <li>• Ability to offer meaningful, spiritual comfort to those in need</li> <li>• Strong written and verbal communication</li> <li>• Ability to work as part of a team with professional staff and lay leaders</li> <li>• Must be committed to the ethos, customs and practices of the United Synagogue, under the ecclesiastical authority of the Chief Rabbi</li> <li>• Able to relate to members whatever their knowledge and observance</li> </ul>	
<p><b>Education</b></p>	<ul style="list-style-type: none"> <li>• Seminary education or equivalent experience in a communal role</li> <li>• Graduate</li> </ul>
<p><b>Experience</b> To play an active role in the community including:</p> <ul style="list-style-type: none"> <li>• Kashrut</li> <li>• Women’s learning</li> <li>• Social and welfare</li> </ul>	<ul style="list-style-type: none"> <li>• Communal role within a community</li> <li>• Counselling</li> <li>• Teaching young people or adults.</li> <li>• Pastoral work</li> </ul>

<p><b>Personal qualities</b></p> <ul style="list-style-type: none"><li>• Approachable</li><li>• Excellent time-keeping</li><li>• Discrete</li><li>• Organised</li><li>• Innovative</li><li>• Self-motivated</li><li>• Warm and hospitable</li><li>• Sympathy, warmth and empathy</li><li>• Confident</li><li>• Enthusiastic</li><li>• Able to organise others</li><li>• Use of initiative</li><li>• Courteous</li><li>• Friendly, outgoing</li><li>• Flexible</li><li>• Loyal</li><li>• Professional</li></ul>	<ul style="list-style-type: none"><li>• Diplomatic</li><li>• Sense of humour</li></ul>
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## GENERAL

- 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**