



United Synagogue Job Description

JOB TITLE:	Community Development Rebbetzen (Part-Time) - Fixed Term, initially for 2 years
LOCATION:	West Hampstead (including Mapesbury, Kilburn, Childs Hill, Fortune Green, Hampstead, South Hampstead and Swiss Cottage)
WORKING HOURS:	14 hours per month, ordinarily focused on one or two days per week, twice a month, on Friday, Shabbat and Chagim
SALARY & EXPENSES:	£30,000 per annum, pro rata. Expenses will be paid in accordance with United Synagogue procedures.
REPORTS TO:	Line Manager: Special Projects Lead, US Centre Chief Rabbi - United Synagogue: Ecclesiastical
BENEFITS:	20 days holiday, plus 8 Bank Holidays, pro rata in accordance to hours worked Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension Accommodation will be provided in the West Hampstead area
JOB PURPOSE:	To foster Jewish engagement within a West Hampstead Community of Potential

OVERVIEW OF ROLE

The US have identified the opportunity to develop a new model of community in West Hampstead and are seeking a Rabbi or Rabbinic couple to drive this project.

Substantial numbers of Jews in their 20s and 30s live in the West Hampstead area. Many have limited opportunities for configuring their own Jewish engagement without first encountering others' institutions or ideologies. Through creating reciprocal relationships with these Jews, providing routes and means for them to grow Jewishly as they see fit, the aim is to build an informal 'chevra' of empowered Jews, equipping them to 'own' their Jewishness whether they remain in West Hampstead or move to other communities.

The successful candidate/s will be centrally supported by the United Synagogue Community Division.

MAIN DUTIES AND RESPONSIBILITIES

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

COMMUNITY DEVELOPMENT

- To strengthen and build Jewish engagement in West Hampstead, with a view to providing a springboard to further growth, through leading on, or assisting the West Hampstead Community of Potential Rabbi with:
 - Events - whether cultural, educational, religious or purely social. You will be expected to host events at home twice a month (ordinarily these will be separate events from those run to meet other commitments);
 - Building constructive and reciprocal relationships with Jews in their 20s and 30s;
 - Developing a volunteer base, empowering and motivating local Jews in their Jewish practice through consultation and according to their needs and desires;
 - Creating the right balance of (a) outright 'provision' for local Jews, with (b) facilitation which genuinely empowers them, is an exciting challenge for a highly-knowledgeable Rabbi or Rabbinic couple. You will need to be keen to develop reciprocal relationships with those who live in the area. You will be a charismatic leader(s) and Jewish role model(s) to existing and potential US members.
- To utilise the resources available from US Centre, as appropriate, in pursuit of the above.

INFORMATION AND EVALUATION

- In order to facilitate meaningful evaluation of the role, it is vital that you keep accurate records, including the following:
 - Budget: you must record and categorise your spending, and keep receipts to claim expenses, where appropriate;
 - Personal data: in accordance with United Synagogue protocols, it is vital to maintain accurate records of contacts. Recording details of relationships you build up will directly assist your work and enable the project to progress and become a true 'network';

- Calendar: a calendar of events (in particular, but to contain anything you think relevant), amended post-facto with details of attendance, development milestones, anecdotes and other details, is an essential factor in the evaluation of success;
- Targets: agree targets with line manager and demonstrate goals reached on a regular basis;
- First term aims for the West Hampstead Community of Potential include (to be finalised and supplemented during the recruitment process, through negotiation between the US and the successful candidate):
 - developing identity for the West Hampstead Community of Potential;
 - establishing unique programming and events;
 - fostering leadership among locals;

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 • Excellent time-keeping, arriving at least 5 minutes before the start of all services • 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 • Ability to lead services 		

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**