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## United Synagogue Job Description

**JOB TITLE:** Rabbi

**LOCATION:** Richmond Synagogue

**WORKING HOURS:** Full time, including weekends and unsocial hours as required (with one set day off per week, by arrangement)

**SALARY:** Competitive salary - accommodation will be provided

**REPORTS TO:** Chair of Richmond Synagogue (line)

Office of the Chief Rabbi and the United Synagogue

**BENEFITS:** 25 days holiday, plus 8 Bank Holidays

Auto-Enrolled Pension

**PRIME RESPONSIBILITIES:**

* The Rabbi will provide religious, spiritual and strategic leadership to move Richmond forward in the 21st Century and be sympathetic to the needs of a modern orthodox community, comprising members at all levels of observance, as well as providing pastoral care to all congregants, who comprise a broad range of ages, styles and backgrounds.
* To proactively provide initiatives in all spheres of communal activity and across all generations to build a vibrant and innovative community.
* Inspire, challenge and encourage all members in their Jewish knowledge, understanding, beliefs and practices including reaching out to the less observant members.
* Promote community and build membership numbers from locality.
* Further develop the Richmond Jewish Community Hub, (RJCH), together with the Events manager, providing cultural, religious and Israel discussions and talks for all sections of the wider SW London community across all age ranges and interests. Use the RJCH to encourage Shul membership.

**PRINCIPAL DUTIES PASTORAL**

1. To attend to the pastoral, welfare and emotional needs of the members of the Community including visiting the sick, elderly and bereaved and to provide counselling to those with family or other personal problems as necessary.
2. Officiating at and engaging in Bar and Batmitzvot, weddings, funerals, shivas and tombstone consecrations and other life-cycle events to enhance such events for the benefit of members.

**LEADERSHIP**

1. In close collaboration with the executive, to develop and implement short, medium and long-term strategy for the Richmond community.
2. To articulate a set of values and a vision for Richmond community and ensure that core decisions are guided by them.
3. To work with the HOs to increase engagement and develop the pool of active volunteers**.**

**COMMUNAL**

1. Reach out to members and engage with individuals and families within the community, focusing on different sectors, including young singles, divorcees, single parents, widow/widowers, couples where one partner may not be Jewish.
2. Welcome new members and integrate them in all aspects of communal activities.
3. To entertain members and welcome visitors at home on a regular basis for Shabbat and Yomtov meals and generally to establish an “open home” policy.
4. Attending and participating in and (where appropriate) assisting in the planning of communal activities and events.
5. Encourage women and girls to participate in all aspects of communal life and Synagogue services within permitted halachic boundaries.
6. To play a prominent, active and visible role in the Richmond Cheder. Teach GCSE class at least 1.5 hours per week and B’nai Mitzvot and to work with the Cheder head to grow its membership.
7. To foster co-operation and good relations with other synagogues and inter-faith congregations in the area.
8. To work with the HOs to further develop our relationship with local MPs and the Council, specifically our annual Remembrance Service and Holocaust Memorial Day events and also the Police.

**CHILDREN & YOUTH**

1. To pro-actively engage and assist in the promotion, development, implementation and use of children’s services and other religious, educational and social programmes for the children and teenagers of the community and to engage with younger members on a regular basis.
2. To create a warm and welcoming environment for children in the shul and other adult services.
3. To develop the toddlers’ group and the youth club

**RELIGIOUS**

1. At all times, to maintain the modern orthodox ethos of Richmond and to encourage participation and involvement in Judaism
2. To lead services, working with those who also lein and lead services, to encourage their involvement
3. To deliver sermons and shiurim on Shabbat and Yomtov that educate, inform, challenge and inspire members of the congregation at different levels.
4. To answer individual religious queries from members and act as the authority on religious issues for Richmond

**EDUCATION**

1. To develop and enhance the Jewish knowledge and practical observance of members.
2. To give shiurim and lectures and to take an active role in formulating and delivering diverse adult education programmes that appeal to a broad range of members of differing levels of religious observance, practice and knowledge that are designed to broaden and deepen their knowledge and commitment.
3. To encourage and reinforce the community’s identification and links with the State and people of Israel through personal commitment and involvement at both communal and religious level within and beyond Richmond.

**ADMINISTRATIVE**

1. Engage with the Honorary Officers, Council of Management and sub-committees and participate in their meetings.
2. The Rabbi needs to work closely with the Administrator and should be receptive to full performance feedback and review processes.
3. To liaise with the administrative staff in the shul office to ensure the smooth running of the office, appropriate privacy standards (GDPR) and to keep them informed of plans and activities

**A Rabbi with a Modern Orthodox outlook:**

* Leads and inspires the community, developing and sharing a vision for the future, generating/embracing new ideas
* Brings a modern outlook and connects with secular issues, with an open and flexible approach towards people from all parts of the Jewish spectrum
* Delivers uplifting and stimulating services in a pleasant tuneful voice (chazzanut), leins fluently (although we do have a leining rota) and gives intellectually-robust sermons
* Inspires involvement and participation in bar/bat mitzvahs (and willing to teach them) and weddings. Supportive at funerals and shivas
* Has a positive attitude towards the involvement of women in services, within the bounds of Halacha
* Promotes the Cheder as well as a range of adult education activities
* Sensitive to mixed marriage couples and their issues

**Strong communicator who can engage all parts of the community:**

* Enthusiastic, energetic and welcoming with an open and empathetic style able to connect with all ages, talking and listening to people from all backgrounds
* Motivates youth, pre-and post-bar/bat mitzvah
* Proactively seeks out opportunities to visit and support the sick, lonely and bereaved
* Drives the community forward through their passion and commitment
* To articulate a set of values and a vision for Richmond and ensure that core decisions are guided by them
* Willing to build on the excellent work done by our current Rabbi in helping create and build Richmond Jewish Community Hub as a beacon for growth of South-West London Jewry - reaching across the communities to promote events (virtual and otherwise) that will be of interest to all
* Plays a positive role in cross communal, inter-faith and civic relations
* Motivates the toddlers’ group, youth club and the Thursday club for seniors

**An organised and active leader:**

* Works with the Council actively to promote membership
* In close collaboration with the executive, to develop and implement short, medium and long-term strategy for the community
* Keen to participate in the appraisal process, as well as seeking and respond to feedback
* Works very much as part of a team which comprises the Shul board, Events Coordinator/administrator and caretaker etc.
* Maintains a diary to include all significant events and occasions in the life of the community and organises timetable accordingly
* Keeps stakeholders informed of whereabouts and developments
* To work with the HOs to increase engagement and develop the pool of active volunteers

**PERSON SPECIFICATION:**

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

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| **Essential** | **Desirable** | **Comments** |
| Education  1. Semicha acceptable to the Office of the Chief Rabbi | 1. Graduate |  |
| Aptitude/skills  1. Lead services / Leyning 2. Ability to deliver meaningful sermons, to a diverse audience 3. Motivate and lead members and potential members towards active engagement in community life and a greater commitment to religious observance 4. Ability to offer meaningful, spiritual comfort to those in need 5. Working with existing pastoral care team 6. Good communication skills 7. Full and clean Driving licence 8. Computer literate | 1. Written communication skills 2. Ability to relate well to people of diverse religious views and backgrounds | In sermons and educational activities, to adapt the message to be challenging and stimulating. |
| Experience  1. Previous communal experience 2. Pastoral work | 1. Counselling 2. Educating young people and adults |  |

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| **Personal qualities**   * Approachable * Excellent time-keeping * Discrete * Organised * Innovative * Self-motivated * Warm and hospitable * Sympathy, warmth and empathy * Confident * Enthusiastic * Able to organise others * Use of initiative * Courteous * Friendly, outgoing * Flexible * Loyal * Professional * Good judgement | * Diplomatic * Sense of humour |

**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**

Richmond July 2021