



## United Synagogue Job Description

<b>JOB TITLE:</b>	Principal of the Centre for Rabbinic Excellence
<b>WORKING HOURS:</b>	2.5 - 3 days per week (17.5 - 21 hours per week)
<b>SALARY</b>	circa £90,000 pro rata, per annum
<b>REPORTS TO</b>	Chief Executive, United Synagogue Working closely with the Chief Rabbi, RCUS and the CRE advisory board
<b>JOB PURPOSE</b>	To establish and lead the new Centre for Rabbinic Excellence, setting its strategic direction, overseeing its programmes managing the professional team and building relationships with the US Rabbinate.
<b>BENEFITS:</b>	20 days holiday, pro rata, plus Bank Holidays Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

### NATURE AND SCOPE

The Centre for Rabbinic Excellence (CRE) marks a new era for Rabbinic development in the United Synagogue. US Trustees have defined the vision of the CRE as **an exceptional and motivated United Synagogue Rabbinate (Rabbis and Rebbetzens), participating in ongoing learning and development.** The purpose of the new Centre for Rabbinic Excellence (CRE) is to bring this to fruition by taking a broad, ambitious, and strategic approach to Rabbinic Development.

The CRE will not only to provide ongoing and customised development opportunities for Rabbis and Rebbetzens by working in partnership with training providers mentors, coaches, educators and academic institutions but also run the Rabbinic review and goalsetting process Through the strength of its offer, it is expected that the CRE will enable the United Synagogue to recruit and retain the very best spiritual leaders. The Principal will take the CRE from vision to reality.

With responsibility for leadership and management, the Principal will set the strategic direction of the Centre, meet Rabbis and Rebbetzens to recommend development pathways and build, and maintain relationships with partner institutions. This person need not be a Rabbi but must have suitable professional experience.

#### **DUTIES AND RESPONSIBILITIES**

- Working with stakeholders, including an advisory committee, to write and deliver a strategic plan for the CRE, setting ambitious long-term objectives and shorter-term targets for Rabbinic development, in line with US values.
- To build the core professional team and wider team of consultants, mentors and coaches to enable delivery of the plan and to provide line management and support to the whole team.
- To meet regularly with Rabbis and Rebbetzens in order to better understand the needs of the Rabbinate as a whole and to recommend appropriate development pathways
- To conceive and support the delivery of a broad programme of continuous professional development (CPD).
- To build partnerships with training and development agencies, including universities, order to develop a broad and deep CPD offering to Rabbis and Rebbetzens.
- To engage with the Rabbinic recruitment process and to play a key role in talent-spotting and the nurturing of interns and potential candidates
- To define success measures for the CRE, and monitor its progress against these measures, adjusting the plan and delivery accordingly
- In partnership with HR to develop a competency framework for Rabbis and Rebbetzens
- To work closely with colleagues in RCUS, HR, the Community Division and Jewish Living on areas relating to the Rabbinate.

## PERSON SPECIFICATION

The person to be appointed to this post should be a **dynamic, inspiring, and empathetic** leader able to demonstrate the following:

- Ability to develop and articulate a clear vision for the CRE, coupled with the experience to write a sound strategic plan
- Experience in building relationships with a range of stakeholders and particularly Rabbis and Rebbetzins
- Experience of developing and growing a new strategic initiative.
- A proven track record of working collaboratively to drive change
- Excellent communication skills both written and verbal, including strong public speaking skills
- Exceptional interpersonal skills
- Demonstrable experience of overseeing programmes and projects to desired outcomes within quality, time and cost limits
- Ability to motivate, manage and develop a growing team
- Experience in mentoring, mediation, and conflict resolution
- Initiative and good judgement in decision making
- A sound understanding of the United Synagogue Rabbinate and its communities

## 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