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**United Synagogue Job Description**

**JOB TITLE**: Assistant Rabbi - Rabbinical Team

**REPORTS TO**: Chairman/Honorary Officers – Central Synagogue

**WORKING HOURS**: Full Time

**SALARY:** Competitive remuneration package (depending on experience); accommodation provided.

**JOB SUMMARY**

Central Synagogue is a large and growing community in the West End of London. We are looking to bolster our rabbinic team to meet demand for pastoral support within the community as well as lead our exciting events programme for all ages. We feel there is a great opportunity for an assistant Rabbinical couple to engage many members of our community including new members, existing members who aren’t currently active, the youth, young marrieds and young families as well as support our senior Rabbi in his day to day role.

We are looking for a Rabbi/Rebbetzen team who can help our members feel engaged, empowered and a valuable part of the community, whatever their contribution – and to make Judaism relevant for their lives. Being able to appeal to the French/European community would be desiarable.

**JOB PURPOSE**

To provide, religious, educational, congregational and administrative responsibilities in

conjunction with the Senior Rabbi for our members.

Key areas of focus for this position will include:

* To provide direction, support and devise innovative programmes for youth/ young adults in conjunction with the existing team of youth workers.
* To provide support for young adults and young married members (with or without children); and reach out to those who are not yet members.
* To become integral members of the religious leadership team and to engage and become connected to the community.
* To share rabbinic and pastoral activities as required and actively support the Senior Rabbi (as required).
* To proactively engage new members.
* To deliver other new initiatives and projects.
* Help identify and engage potential leaders and volunteers in the wider community.
* To develop and implement a strategy to engage and welcome new members.

# RESPONSIBILITIES

**Pastoral:**

* Be involved in pastoral duties and life-cycle events such as weddings, funerals, shiva homes and bikur cholim as required.
* Assist Senior Rabbi as required.
* Attend daily and Shabbat/Yom Tov minyanim.
* To be actively involved in all other services, both currently and in their on-going development, in partnership with the senior Rabbi. This is likely to include, leading the davening and giving sermons as required.
* To support the Senior Rabbi in relation to wider communal responsibilities and pastoral duties, where relevant.
* Stand-in for the Senior Rabbi when he is not available.

**Educational Responsibilities:**

* Prepare and deliver shiurim in conjunction with existing programmes.
* Organise and conduct educational programming for all ages.
* Attend all relevant training provided by P’eir.
* Attend all relevant training provided by Tribe (including the Tribe Engage Conference).

**Congregational Responsibilities:**
Develop relationships with congregants of all ages.

**Children and Youth**

To work together with Tribe central and the existing youth team to deliver the following:

* To seek engagement and connection with young people and their families, providing leadership for them and such activity to be carried out in co-ordination with the other members of the Rabbinic and youth team.
* To implement and apply a strategy to engage young people across the religious spectrum.
* To develop and implement a strategy for application more specifically to those young people from less religious backgrounds who may presently be unconnected and are disengaged both with the Shul and the community.
* To develop and implement programming to meet the requirements of education and engagement both for Bnei Mitzvah children and for their families and parents.
* Particular emphasis must be on developing and implementing programmes which seek to retain all those family members who visit the Shul during the period leading up to the celebration, but who choose not to return immediately following it.
* Working closely with the Tribe team and staff in other communities, to organise regular clubs and events for the youth.
* Working closely with the Tribe team and other community and youth directors, to promote central Tribe events including Learn2Lead and Tribe Summer Camp, and to attend where possible and useful.
* To develop and support youth activities including planning and leading all youth trips.
* Create social and educational events for all festivals (e.g. Purim Seudah).
* Responsibility for programming and, in conjunction with the Financial Representative, budgeting for all youth activities.
* To attend Tribe’s *Engage* conference.
* To host young people and their families for Shabbat and Yom Tov.
* To attend the different services on a regular basis including adult, youth, children and toddlers’ services held at the Synagogue.
* Attend all relevant community and United Synagogue community and youth director meetings and training sessions.

**Young Marrieds and Young Families**

* Initiate programmes of events for Young Marrieds and Young Families.
* Organise events.
* Work with Board of Management members to develop a programme of relevant and engaging activities.
* Attend community events.

**Students/Single Young Adults**

* + - Liaising with Young US, to assist in developing and implementing an attractive curriculum (social events, trips, Shabbatonim, learning groups Chagim programming) designed to cater to single young adults living in the area, across the religious and age spectrum.
		- To develop and maintain relationships with Central London students from the many surrounding universities and colleges, including those students that stay at home for university and those that study away from home.

**New Members**

* Work with Executive and Board of Management to develop and implement a strategy to welcome and engage new members.

**Administrative Responsibilities:**

* Assist the Senior Rabbi with administrative duties and other projects.

**GENERIC DUTIES**

* Committed to the aims of the United Synagogue and act as an ambassador for the organization.
* 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.**

**Person Specification**

The successful candidate(s) will provide the community with a positive and engaging role model of Orthodox Jewish family life. The candidate(s) should demonstrate the following qualities, skills and experience:

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| Essential | Desirable | Comments |
| **EDUCATION*** Acceptable semicha to the Chief Rabbi & LBD
 | * University Graduate
 | **Please include copies of your semicha certificates with your application** |
| **APTITUDE/SKILLS*** Ability to motivate and lead people towards active engagement in community life
* Ability to offer meaningful, spiritual comfort to those in need
* Exceptional people skills
* Strong verbal and written communication skills
* Ability to work independently but accept mentoring and direction
* Cultivate relationships with young adults and new members
* Ability to inspire and gain confidence and trust
* Computer literate
 | * Full UK Driving licence
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| **EXPERIENCE*** Ability to lead a community including counselling and pastoral work
 | * Educating young people or adults
* Counselling qualification
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| **PERSONAL CIRCUMSTANCES*** The Assistant Rabbi position is open to married couples
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| **PERSONAL QUALITIES*** Approachable
* Excellent time-keeping, arriving before the start of all services
* Discrete
* Organised
* Ability to work with our lay leader(s)
* Innovative
* Energetic
* Self-motivated
* Excellent communicator
* Tolerant and be able to relate to members whatever their knowledge and observance
* Open home to congregants on a regular basis
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