



Chigwell & Hainault Synagogue Job Description

JOB TITLE:	Senior Rebbetzen
LOCATION:	Chigwell & Hainault United Synagogue
WORKING HOURS:	Part-time role of approximately 21 hours per week This role will require the candidate to work some unsocial hours including some evenings and Sundays. Final hours to be agreed as part of the recruitment process.
SALARY:	Competitive salary with housing provided
REPORTS TO:	Chair and/or other Executive Officers of Chigwell & Hainault United Synagogue
BENEFITS:	20 days holiday, pro rata, plus Bank Holidays Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension Employee Assistance Programme

JOB SUMMARY

We are looking for a couple who can help our members to feel engaged, empowered and a valuable part of the community and to make Judaism relevant to their lives. The Rebbetzen will be expected to assist with all aspects of this and in addition, will be expected to particularly support and develop activities for women and girls within the community.

Generally, the Rebbetzen will work in partnership with the Rabbi, working alongside him in all communal matters and determining the strategic direction of the synagogue, (as detailed in the job descriptions), and independently offering religious guidance and support to all members of the community.

The Rebbetzen will also work alongside any other Rabbinic couple employed by the community and delegate and oversee any of the duties and responsibilities she has to that Rebbetzen, where it is agreed with the Chair of the Chigwell & Hainault United Synagogue that those duties will be undertaken by the other Rebbetzen.

DUTIES & RESPONSIBILITIES SPECIFIC TO THE REBBETZEN ROLE OTHER THAN THOSE WHICH WILL BE SHARED WITH THE RABBI

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

- Alongside the Rabbi, to provide hospitality to members of the Chigwell and Hainault Community particularly over Shabbat, Yom Tov and other festivals.
- To support the work of the Rabbi, in his pastoral and educational responsibilities and where appropriate visiting and offering support to those who might need additional emotional support and the sick and bereaved members of the Chigwell and Hainault Community.
- To participate in the delivery of religious and educational programmes, shiurim, and events, including running events herself and also arranging for inspiring female religious teachers to be brought to the community.
- To provide guidance and spiritual support to brides within the Chigwell and Hainault Community.
- 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 leadership to women of all ages.
- To provide guidance and spiritual support to Bat Mitzvah girls within the Chigwell and Hainault Community and to plan, manage and implement a Bat Mitzvah programme.
- Ensure that there is a post Bat Mitzvah strategy and programme to continue to engage the youth in shul life beyond their Bat Mitzvah weekend.
- To ensure the delivery of a comprehensive women's strategy and programme, especially to female members of the community experiencing life events such as marriage, childbirth, children starting school and leaving home, divorce and bereavement and loneliness.
- Ensuring that Toddlers' services are run on Shabbat/Yomtov and Mums and Tots groups during the week.
- To perform all other tasks that would reasonably be expected of an active and committed Rebbetzen in a mainstream, modern orthodox Diaspora community.
- To liaise with the Rebbetzens from other Shuls in the Essex and North-East London area.

GENERAL

Everyone involved in programming is required to follow budgeting guidelines established by the Financial Representative

The successful candidate must be available to work unsocial hours including weekends and should make herself with reason, available to members of the community at times of crisis in their lives.

The successful candidate and her husband must be committed to the ethos, customs and practices of the United Synagogue, under the authority of the Chief Rabbi.

Any other reasonable duties as requested by the Executive Officers of the Synagogue.

This job description may be amended to meet the changing requirements of the community at any time after full discussion with the successful candidate.

Must be qualified to work in the UK

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 - Rebbetzen

Essential	Desirable
Education <ul style="list-style-type: none">• Seminary education or equivalent experience in a communal role	
Personal qualities and skills <ul style="list-style-type: none">• Outgoing, sociable and friendly• Excellent time-keeping• Organised but flexible• Innovative• Ability to offer meaningful, spiritual comfort to those in need• Warm and hospitable, approachable and inclusive	<ul style="list-style-type: none">• Computer literate• Written communication skills• Valid current driving licence• Good sense of humour• Confidence• Valid passport

<ul style="list-style-type: none"> • Excellent people and communication skills • Ability to work as part of a team with professional staff and lay leaders • Ability to relate to members whatever their knowledge and observance. • Comfortable engaging with people of all ages. • Good judgement • Willingness to invest in creating relationships with community members • Empathetic • Courteous, diplomatic and discrete • Self-motivated • Willingness to use social media • Willingness to remain impartial and non-judgmental in difficult situations • Professional manner • Willing to be a leader in the community, and see herself as part of our community and engaged in developing the community using her particular strengths • Willingness to research into and work with other community organisations and charities for the benefit of the community 	
<p>Experience</p> <ul style="list-style-type: none"> • Previous experience as a Rebbetzen in a United Synagogue community • Pastoral work • Educating young people and adults 	<ul style="list-style-type: none"> • Communal role within a community • Counselling • Teaching young people or adults.