

**United Synagogue Job Description**

**POST:** AssistantRebbetzen – focus on youth

Fixed Term - 3 years

**LOCATION:** Borehamwood & Elstree United Synagogue (BES)

**WORKING HOURS:** Part time – subject to agreement on role

**REMUNERATION:** Subject to negotiation based on experience and agreed working hours (including accommodation)

**REPORTS TO:** Chairman of BES (or their delegate)

**BENEFITS:** 28 days holiday – pro rata for working part time

Childcare Vouchers

 Auto-Enrolled Pension

**MAIN PURPOSE OF JOB:**

BES’s vision is to build a vibrant and committed self-directing Youth community, backed by professional and lay support, and committed to principles of:-

* 1. Education
	2. Social Action
	3. Leadership
	4. Social

The main purpose of these roles is to lead the development of this vision working with BES Rabbinic and lay leadership, providing religious and spiritual leadership to the BES community, with specific emphasis on supporting, developing, and leading the younger membership of the community. The initial focus of the role will be Youth (Secondary School children aged 11-18). However and over time, we would expect the role to expand to cover both younger children (and their families) and older students/newly married couples.

**Specific Responsibilities:**

**Youth (aged 11-18)**

* + - To develop, implement and apply a strategy in conjunction with Tribe centrally and utilising central programming, an attractive curriculum (events, trips, clubs, learning groups, Chagim programming, Shabbatons) designed to cater to the BES youth, across the religious and age spectrum.
		- To take full rabbinic and organisational responsibility of BES Shabbat youth services and activities. This is likely to involve creating explanatory services or discussion groups to aid youth less focused on Tefillah.
		- To develop further our successful Bar and Bat Mitzvah programme designed to meet the needs of both the involved and less involved Bnei Mitzvah and their families.
		- To develop the 'Journey of Youth' from Year 7 to Year 13 across the core principles above.
		- To lead a team of youth workers/youth directors to assist in delivery of these objectives.
		- To work with other organisations connected with BES (e.g. uniform groups, Bnei Akiva) to develop relationships with those participants
		- To attend all relevant meetings and training sessions e.g. P’eir.
		- To promote Tribe membership, and to utilise where possible the major Tribe central events for the benefit of BES Youth.
		- To attend the annual Tribe ‘Engage’ conference.

**General Responsibilities**

* + - To develop warm, effective and long lasting relationships with individual members.
		- To host young people and their families for Shabbat and Yom Tov.
		- To participate in family celebrations.
		- To visit and build a close connection with local schools.
		- From time to time, there may be a need to support the other members of the BES Rabbinic team, but these will be managed appropriately with BES lay leadership.

There is an acknowledgement of the Rabbi’s & Rebbetzen's need for continual study, professional development, and inspiration in order that they may, in turn, be able to inspire members of their community. The Rabbi & Rebbetzen will be encouraged to undertake study and professional development, as this will enhance the development of the whole community.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Graduate qualifications from a recognised university | YES |  |
| Previous communal experience working with young people | YES |  |
| Previous experience of working with young people | YES |  |
| Ability to work with members at all levels of the community but focusing on youth and young adults  | YES |  |
| Must be able to instil a passion for Judaism and Israel |  |  |
| Be motivated, outgoing, forward thinking, warm and dynamic | YES |  |
| Effective interpersonal and communication skills  | YES |  |
| Articulate with both strong oral and written communication skills | YES |  |
| Experience and willingness to be a proactive team member contributing to the success of the wider team and organisational goals | YES |  |
| Ability to inspire and gain confidence and trust |  YES |  |
| Ability to work with the members of the professional and lay team | YES |  |
| Managing professional relationships with managers and employees at all levels | YES |  |
| Computer literate |  | YES |
| Skilled in the utilisation of effective marketing strategies |  | YES |
| Clean Driving Licence |  | YES |

**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**