

**United Synagogue Job Description**

**JOB TITLE:** Part TimeRabbinic Executive Assistant

**LOCATION:** Borehamwood and Elstree United Synagogue

**HOURS**: 22.5 hours pw, fixed on Monday, Wednesday and Thursday

**SALARY:** £15,000 pa

**REPORTS TO:** Rabbi Kanterovitz & the Communications, Marketing and Events Manager

**BENEFITS:** 28 days holiday, inclusive of Bank Holidays – pro rata

Major Jewish festivals, when they fall on a normal working day and the office would be closed

Childcare Vouchers

 Auto-Enrolled Pension

**PURPOSE OF THE ROLE:**

1. Assist the Rabbinic team with their administration, organisation of their events, and liaison on all their administrative matters
2. Liaise with Lay leaders, Community Cares and other admin staff to ensure Rabbinic time is fully utilized to service the needs of the community.

**DUTIES & RESPONSIBILITIES**

1. **Rabbinic EA - Main duties:**
* Communicate effectively and in an appropriate manner with lay leaders/ synagogue members / The United Synagogue and outside agencies. Set a professional and courteous tone for interactions with the Rabbi.
* Coordinate the rabbinic schedule to ensure maximum efficiency including scheduling and placing calls whilst the Rabbi is in transit, maximising opportunity for pastoral and hospital visits and providing briefings.
* Work alongside our Community Cares team to ensure rabbinic interaction is maximised and follow up actions are captured and executed.
* Assist in event planning and organisation, and manage such budgets on behalf of the Rabbi/Rebbetzen e.g. education programs.
* Provide comprehensive secretarial and administrative support.
* Perform all other tasks that would reasonably be expected of an Executive Assistant*.*

**PERSONAL SPECIFICATION**

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

**Abilities**

* Able to work unsupervised and to manage own workload and deliver results under pressure and to tight deadlines and objectives.
* Ability to carry out work with accuracy and paying attention to detail to ensure work is carried out to the quality expected.
* To manage and prioritise a wide range of administrative tasks and duties, both complex and routine.
* To work in a professional manner and develop effective working relationships with colleagues and external customers at all times whilst being discreet and trustworthy, and capable of preserving confidentiality.
* To be able to work as an effective and proactive member of the Synagogue team.

**Skills**

* Excellent interpersonal and written communication skills.
* Demonstrable skills in time management and planning.
* Strong computing skills and substantial experience of using Microsoft Word, Excel, Outlook and databases and the ability to produce mail merges.
* Knowledge and experience in using social media networks
* Skilled at delivering a consistently high quality ‘customer’ focused service.

**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**