****

**Job Description**

**JOB TITLE:**  Dayan, London Beth Din

**LOCATION:**  305 Ballards Lane, London N12 8GB

**WORKING HOURS:** Full-time

**EMPLOYER** United Synagogue

**LINE MANAGER:** Rosh Beth Din, Dayan M. Gelley

**JOB PURPOSE:** To participate in all areas of work of the London Beth Din, which provides a full range of services to members of the United Synagogue and the wider British Jewish community.

**SALARY:** £90,000 – £110,000 per annum, depending on experience

**PRINCIPAL DUTIES:**

1. To participate in all areas of work of the London Beth Din, which provides a full range of services to members of the United Synagogue and the wider British Jewish community, including *Dinei Torah, Gittin, Kashrus, Shechita, Gerus* and *Birur Yahadus*.
2. To work under the leadership of the Rosh Beth Din, Dayan M. Gelley and in close collaboration with the Chief Rabbi and the other Dayanim.
3. To help guide and advise the United Synagogue Rabbinate.
4. To respond to *She’ailos* from the Jewish community at large.
5. To visit United Synagogue communities and support United Synagogue community development, education and fundraising.
6. To carry out such other duties as may be from time to time required by the London Beth Din, United Synagogue leadership and local communities.
7. To abide by and uphold the United Synagogue constitution.

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

1. To be a *Talmid Chacham* of repute with a depth and breadth of knowledge and experience consistent with the highest standards expected of the London Beth Din.
2. To have an understanding of, and sympathetic approach to the United Synagogue - an orthodox body open to all Jews regardless of level of observance.
3. To have ‘broad shoulders’ as a decision maker, being an individual who feels comfortable taking decisions that are right for our community and its members whilst upholding *halacha*.
4. To be able to demonstrate high-level knowledge in most, if not all, areas of Beth Din work and have had considerable experience in the field.
5. To have good interpersonal skills together with strong verbal and written communication capabilities (in Hebrew and English).
6. A strong degree of sensitivity and empathy to deal with delicate and difficult personal situations.
7. To have an understanding of British culture and the British Jewish community.
8. To be capable of functioning as part of a team with fellow Dayanim, whilst working unsupervised to the highest level of professional standards on often sensitive, confidential matters.
9. To have the ability to engage effectively as a team player with the Chief Rabbi, and the Rabbinate, Trustees, Professionals and Members of the United Synagogue and the wider community and relevant institutions.

Note:

Should the successful candidate wish to take on the Rabbinic leadership of a community, then this community must be a constituent member of the United Synagogue. The individual will not take on any other paid or unpaid roles unless agreed by the Rosh Beth Din and the US Chief Executive.

**GENERIC DUTIES**

* Comply with The United Synagogue’s policies, 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
* Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to your own continuous professional development
* Maintaining high levels of discretion and confidentiality at all times
* This job description and person specification is not prescriptive nor exhaustive; 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 any 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**

**APPLICATION PROCEDURE**

Qualified candidates who wish to apply for this role, should submit a cover letter (maximum 3 sides of A4) setting out how you meet the requirements for the role together with a CV, which must include your full educational and career history and attach a copy of your Semicha certificate(s). In addition, as part of our compliance monitoring, please complete the Application Form. These documents should be sent to the Registrar of the London Beth Din, Mr David Frei dfrei@theus.org.uk, to be received by 5pm on Monday, 29th July 2019.