



United Synagogue Job Description

JOB TITLE:	Rebbetzen
LOCATION:	Barnet United Synagogue, Eversleigh Road, Barnet EN5 1ND
WORKING HOURS:	10-12 hours (or to be negotiated)
SALARY:	Depending on hours agreed - with large house provided, 5 minute walk from the Synagogue
REPORTS TO:	The Chair of Barnet Synagogue
BENEFITS:	20 days holiday, plus Public Bank Holidays (pro rata to hours worked) Ride-to-Work Scheme Auto-Enrolled Pension

JOB PURPOSE

- To provide religious and spiritual leadership to the Barnet community.
- To provide support to the Rabbi and lay leaders, in relation to all parts of community life and to work cohesively with and to become an instrumental part of the community organisation.
- To create a strategy and particularly engage and build relationships with the women and girls in the community.

DUTIES & RESPONSIBILITIES

- Below is an outline of the principal accountabilities and responsibilities of the Rebbetzen of Barnet. However, you must be prepared to undertake other activities, or assume other responsibilities that would be reasonably expected.
- This job description should be considered in conjunction with the job descriptions for the Rabbi/Rabbinic couple.

- The role and responsibilities will be regularly reviewed by the jobholder, the rest of the Rabbinic team, and the Chair and Honorary Officers, to ensure that the various roles integrate effectively, in providing the spiritual and religious guidance required by Barnet.
- The Rebbetzen will be expected to attend quarterly professional team meetings and line management meetings to ensure that she is working in line with this job description, and working effectively with the rest of the professional team.

The role includes but is not limited to:

1. Community leadership/cohesion

- To engage, enthuse and inspire all members of the community. To work in conjunction with lay leaders, volunteers and other community members to create exciting programmes, increase commitment to the community, identifying and implementing opportunities for involvement.
- To reach out to more involved and less involved families, through different forms, including increasing the number of volunteers on events. This includes reaching out to marginalised members.
- To be a role model to women in the community, through all aspects of work, e.g. tefillah, community engagement and education.
- Encourage women and girls to participate in all aspects of communal life.

2. Services

- To regularly attend the main, children and youth services.
- To be involved in discussions about the future of these services as a way of engaging women and girls in them.

3. Religious education and instruction, social and cultural activities

- Together with relevant committees, help to formulate and deliver diverse adult education programmes that appeal to a broad range of members of differing levels of religious observance, practice and knowledge, and that are designed to deepen their knowledge and commitment.
- To encourage the Jewish development and growth of the community, through dialogue, education, personal involvement and teaching including programmes for women including Shabbat shiurim as well as for mixed group learning opportunities.

- Together with parents to engage girls and their families in the run up to, during and after their Bat Mitzvah. This could include running or coordinating a yearlong Bnei Mitzvah programme, someone to one learning, and working with families to create meaningful Bnei Mitzvah experiences.
- Within permitted halachic boundaries as defined by the Court of the Chief Rabbi and under the guidance of the Rabbi, to encourage and teach women in religious practice e.g. Women's megillah reading, Simchat Torah hakafot etc. This is likely to include both formal and informal learning.
- To work with the Rabbi and lay leaders in creating and delivering interesting cultural, social and educational events for the entire community. This may include, but not be limited to, events such as Shabbat UK, Purim, Tikkun Leil and community Shabbatons.

4. Children and youth activities

- To engage with the children and youth of our community, together with their families.
- To work with the Rabbi and the lay leaders as appropriate, to develop and implement youth and children's activities and specifically a monthly or more frequent programme for girls post-Bat mitzvah in shul on Shabbat.
- To help inspire youth to become leaders in the younger Children's services.

5. Pastoral activities

- To play an active role in tending to the religious, welfare, spiritual and emotional needs of all members of the Community and their families, e.g. hospital visits, visiting the sick and housebound.
- To work closely with the Rabbi, Barnet Chesed Team and lay leaders to ensure that the pastoral needs of the community are met.
- To engage with community members at life cycle events whenever appropriate, e.g. weddings, funerals, stone settings, shivas and Bnei Mitzvot.
- To create a warm and open home, and to provide hospitality as appropriate for community members for Shabbat and Yom Tov, in their home and at shul.
- To welcome new members, reaching out and connecting with others, alongside the rest of the rabbinic team.

6. Extra-communal activities

- To encourage and reinforce the Community's identification and links with the State and people of Israel, in conjunction with the relevant volunteers and lay leadership.
- Where appropriate, to represent the Barnet community at other United Synagogue, cross-communal or non-Jewish events.

PERSON SPECIFICATION

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

Education
<ul style="list-style-type: none">● University graduate or similar● Some experience of the work place (whether in a communal role or in another capacity)● IT literate● Driving Licence
Aptitude/Skills/Competencies
<ul style="list-style-type: none">● Excellent interpersonal skills● Can relate to, respect and value all of the community regardless of their level of observance or commitment.● Has an ability to inspire and enthuse community members and colleagues● Excellent communication skills and able to engage through social media● Ability to work collaboratively and part of a team - with the Rabbi and lay leaders and Barnet Chesed network● Ability to offer meaningful spiritual comfort and counsel to those in need.● Has an understanding of the backgrounds/needs of British Jewish families, as well as the ethos of Barnet and the United Synagogue
Experience
<ul style="list-style-type: none">● Some previous community experience● Some experience of teaching children, young people and adults● Some experience of pastoral care
Personal Qualities
<ul style="list-style-type: none">● Approachable, welcoming and non-judgmental● Friendly and outgoing● Innovative, creative and self-motivated● Enthusiastic, energetic and passionate about what they do● Dynamic and engaging personality● Hard working, diligent and well organised; can develop and implement plans● Is flexible in style and approach● Caring, empathetic, concerned for the welfare of the community● Embraces modern orthodox philosophy and practice under the authority of the Chief Rabbi● Committed to the State of Israel● Demonstrates confidentiality, professionalism, discretion and integrity at a high level

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| <ul style="list-style-type: none">● Committed to providing hospitality at home for community members● Keen to increase engagement of all members within the community● Is committed to her own continuing personal and professional development● Understanding and appreciation of the secular world |
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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**