



Chigwell & Hainault Synagogue Job Description

JOB TITLE:	Associate Rabbi
Reports to:	Chairman
WORKING HOURS:	Full Time Contract - 40 Hours
SALARY:	Competitive remuneration package (depending on experience) plus accommodation
BENEFITS:	20 days holiday, plus Statutory Bank Holidays Auto-Enrolled Pension and Childcare Vouchers

JOB SUMMARY

Chigwell & Hainault Synagogue is a large and growing community, with around 900 families, including many with children under 21 years of age. We are looking to employ a young rabbinic couple who will engage the youth, and young families as well as share the duties with our senior Rabbi and Rebbetzen. The young couple will be encouraged to develop their own programming and to meet weekly with the senior Rabbi to discuss strategy and progress.

We are looking for a couple who can help our members to feel engaged with Judaism and the community.

The Associate Rabbi is intended to be the Full Time, leading party in this couple.

JOB PURPOSE

Our overall vision is to see the increased involvement of our members in synagogue life and an increased awareness and appreciation of being Jewish, at whatever level of personal observance. Given the large size of the community, emphasis for this position is placed on the youth, and families with primary school children.

Key areas of focus for this position will include:

- To provide direction, support and devise innovative programmes for youth/young adults.
- To provide support for young adults and young married members (with or without children) and reach out to those who are not yet members.
- To become an integral member of the religious leadership team and to engage and become connected to the community
- To deliver other new initiatives and projects
- To guide and support children's services and activities and ensure a flow and education level for the next generation as the stages require
- Help identify and engage potential leaders and volunteers in the wider community
- To develop and implement a strategy to engage and welcome new members
- To work closely with the Shul nursery

RESPONSIBILITIES

General:

- Attend daily and Shabbat/Yom Tov minyanim/and recruit new people to help with the minyan.
- Be involved in pastoral duties and life cycle events such as weddings, funerals, shiva homes and Bikur Cholim (as required)
- Assist the Senior Rabbi and Lay Leaders (as required)
- To host people and their families for Shabbat, Yom Tov and other appropriate occasions.
- Stand in for the Senior Rabbi when he is not available
- The appointee will be part of the US team of Tribe Rabbis and will be involved on request from United Synagogue personnel, in relevant training and other activities

Educational:

- Prepare and deliver Shiurim
- Organise and conduct educational programming for youth, young marrieds and young families in the community
- Attend relevant training

Young Families:

- Organise and implement a programme of events for young families
- Create social and educational events for all festivals, suitable variously for all age groups, and occasionally for young families to attend together
- Plan and organise regular 'dads and lads' services and breakfast for upcoming Barmitzvah Boys and their fathers
- Encourage families of Bnei Mitzvah to attend in the year leading up to the simcha and thereafter.
- To deliver lecture series covering topics of particular interest to young parents based on their suggestions
- To run regular explanatory services
- In coordination with Living & Learning at the US, to run Shabbatonim
- To run creative Friday night experiences

Children and Youth:

- To implement and apply a strategy to engage young people across the religious spectrum
- Oversee preparing Bnei Mitzvah
- Ensure that all bar mitzvah boys are able to lay tefillin by the time of their bar mitzvah.
- Effective teen programming, especially for those young people who are disengaged both with the Shul and the community
- The job holder will attend Tribe training including the annual Engage Conference (normally a Shabbaton in September or October) and meetings on the request of the Tribe Community Liaison Manager, in coordination with the Shul
- Working with Tribe staff and volunteers, to develop and support local youth activities including planning and leading youth trips, these events, as appropriate and as the Shul wishes, occasionally to be opened to other United Synagogue communities, with assistance from Tribe
- Working with Tribe staff, to utilise, promote and on occasion attend/lead on, Tribe central programmes, events and trips as appropriate
- Responsibility for programming and budgeting for all activities
- To build a close connection with the local US schools and arrange regular visits
- It will be vital to build a relationship with the Shul Nursery and Youth Club
- Attend community events

GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with the United Synagogue's policies and procedures
- Work collaboratively with other colleagues across the organisation to ensure Chigwell & Hainault Synagogue can achieve its vision, mission and strategy
- Carry out any other reasonable duties as requested by the Honorary Officers that occasionally fall within the purpose of the post
- Maintain high levels of discretion and confidentiality at all times

EDUCATION/QUALIFICATIONS

- A recognised Semicha acceptable to the court of the Chief Rabbi
- Ability to be able to instil a passion for Judaism and Israel, especially amongst younger members
- Ability to deliver sermons, Divrei torah and shiurim as appropriate
- Ability to work with members at all levels within the community
- Effective interpersonal and communication skills
- Managing professional relationships at all levels
- Applicants must hold a full UK driving licence

GENERAL

This job description does not encompass the complete duties and should be treated as a guide to the duties that the Assistant Rabbi is expected to perform

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

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

Annual leave should, wherever possible, be coordinated with that of the Senior Rabbi and Rebbetzen

Must have a UK work permit to work in England.

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 for Associate Rabbi

	Essential	Desirable
Qualifications	Semicha recognised by the Office of the Chief Rabbi	<ul style="list-style-type: none"> • University degree
Personal qualities and skills	Ability to <ul style="list-style-type: none"> • layn and daven • deliver inspiring sermons • provide spiritual leadership • give advice • educate 	<ul style="list-style-type: none"> • Scholar • Teacher • Ability to create and manage change
	Approachable Excellent timekeeping Discrete Organised Ability to work as part of a team with professional staff and lay leaders. Valid current driving licence Proficient I.T. skills Innovative Self-motivated Warm and hospitable Friendly and polite Tolerant Approachable & welcoming Able to relate to people of all ages and levels of observance Effective oral communicator Committed to the State of Israel	<ul style="list-style-type: none"> • Smart appearance • Effective written skills • Good sense of humour