



Chigwell & Hainault Synagogue Job Description

JOB TITLE:	Associate Rebbetzen
REPORTS TO:	Chairman
WORKING HOURS:	Part Time - As agreed with line manager
Contract Length	Permanent
SALARY:	Competitive remuneration package (depending on experience) plus accommodation
BENEFITS:	20 days holiday, plus Statutory Bank Holidays pro rata 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.

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 young families with primary school children.

Key areas of focus for this position will include:

- To work closely together with the Senior Rebbetzen in both strategy and programming.
- To provide a presence and support during family Simchas within the community where appropriate
- To take an active interest in the social needs of the community
- Involvement in youth programming.
- Responsibility for overseeing activities for women and girls, in particular:
- To work closely with the Shul nursery

- Planning and arranging learning opportunities, both formal and informal
- Providing (or facilitating) educational and social opportunities for girls in the community
- Acting as a mentor to women and girls in the community and hosting events for them
- Learning with brides when appropriate
- Preparing Bat Mitzvah girls
- Providing pastoral care as appropriate

RESPONSIBILITIES

General:

- Attend Shabbat/Yom Tov minyanim when possible
- Shabbat and Yom Tov hospitality
- The appointee will be part of the US team of Tribe Rebbetzins and will be involved on request from United Synagogue personnel, in relevant training.

Educational:

- Organise and conduct educational programming for the women in the community.
- Attend relevant training

Congregational:

- Develop relationships with congregants of all ages, with a particular focus on youth and young families

Young Families, Children and Youth:

- To implement and apply a strategy to engage young families and young people across the religious spectrum
- To develop and support all Shul activities
- Attend community events

New Members:

- Encourage non-members to investigate membership of Chigwell and Hainault United Synagogue and / or Tribe Community Membership, as appropriate, and to join.

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
- 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

- Ability to be able to instil a passion for Judaism and Israel, especially amongst younger members
- Ability to work with members at all levels within the community
- Effective interpersonal and communication skills

GENERAL

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 be co-ordinated with that of the Senior Rabbi and Rebbetzen whenever possible.

This job description does not encompass the complete duties and should be treated as a guide to the duties that the Assistant Rebbetzen 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

Must have a UK work permit to work in England.

Due to 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 Rebbetzen

Essential	Desirable
<p>Education</p> <ul style="list-style-type: none"> ● Seminary education or equivalent experience in a communal role 	
<p>Personal qualities and skills</p> <ul style="list-style-type: none"> ● Approachable ● Excellent timekeeping ● Discrete ● Organised ● Ability to work as part of a team with professional staff and lay leaders. ● 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"> · Effective written skills · Valid current driving licence · Good sense of humour · Confidence