



UNITED SYNAGOGUE JOB DESCRIPTION

- JOB TITLE:** PA to Rabbi & Rebbetzen - Pinner United Synagogue
(1-year fixed term contract, expected start date:1/02/2023)
- LOCATION:** Homeworking
- WORKING HOURS:** 6 hours per week
- SALARY:** £4,200 per annum
- REPORTS TO:** Rabbi & Rebbetzen Kurzer
- BENEFITS:** 20 days holiday, pro rata, plus 8 Bank Holidays & Jewish Festivals when they fall on a normal working day.
Employee Assistance Programme
Ride-to-Work Scheme
Auto-Enrolled Pension

MAIN PURPOSE OF JOB

- To provide administrative support to the Rabbinic team.

SCOPE OF JOB

- To support the Rabbinic team so that they can maximise their varied roles and minimise administrative burden.

DUTIES AND RESPONSIBILITIES

- To manage meal invitation diary.
- To contact congregants on behalf of Rabbinic team
- To provide administrative support around events including making contact and liaising with external speakers
- To research programmes and events as requested by Rabbinic team.
- To liaise with Synagogue staff and others to communicate programming by the rabbinic team and follow up tasks.
- To respond to emails received by Rabbinic Team when needed.
- To support the Rabbinic Team in efficiently maintaining contact with members of the community as required.

SKILLS & EXPERIENCE

Criteria	Essential	Desirable
Demonstrate good organisational skills	<input type="checkbox"/>	
Demonstrate time management skills	<input type="checkbox"/>	
Demonstrate ability to work alone and show initiative	<input type="checkbox"/>	
Demonstrate good interpersonal skills. Be friendly and personable.	<input type="checkbox"/>	
Demonstrate good communication skills	<input type="checkbox"/>	
Demonstrate IT literacy	<input type="checkbox"/>	
Demonstrate an understanding of marketing	<input type="checkbox"/>	

Generic other duties

Must be:

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.

Undertake 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. They 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 changes in legislation or The United Synagogue's operational procedures.

This post requires a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.