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## United Synagogue Job Description

**JOB TITLE:** Senior Rabbi/Rabbinic couple

**LOCATION:** Hampstead Garden Suburb Synagogue (HGSS)

**WORKING HOURS:** Full time, including weekends and unsocial hours as required (with one set day off per week, by arrangement)

**SALARY:** Generous salary and benefits including furnished accommodation

**REPORTS TO:** The Chair of Hampstead Garden Suburb Synagogue

**RESPONSIBLE FOR:** Rabbi/Rabbinic couple

**BENEFITS:** 25 days holiday, plus 8 Bank Holidays

 Cycle to Work Scheme

 Auto-Enrolled Pension

This job description applies to the role of Senior Rabbi or Rabbinic Couple where applicable. Where you are applying as a couple, please see the addition job description for the Senior Rebbetzen.

**EXECUTIVE SUMMARY:**

HGSS is a well-established, diverse community in Hampstead Garden Suburb, with a membership of more than 1200 families.

We are seeking a charismatic and inspirational Senior Rabbi/Rabbinic Couple to drive and implement a strategic vision for our community post Pandemic.

The selected individual/couple should be able to demonstrate their ability to be self-motivated, non-judgmental and hard-working with a love of community. They would be expected to engage with our members with warmth, empathy, and enthusiasm, to understand the needs of our diverse community and to be able to cater for their pastoral, spiritual and educational requirements.

This is a role which will excite and challenge. It offers huge potential to influence the strategic development of a mature and active community, and to make a lasting contribution.

**JOB PURPOSE:**

* To provide religious and spiritual Leadership to the HGSS Community of the United Synagogue.
* To re-engage those members and disparate parts of the community who have become disengaged as a consequence of the Pandemic or for other reasons.
* To provide support to the entire Rabbinic and professional team in relation to all parts of community life and to work cohesively with and to become an instrumental part of the organisation.
* To provide leadership, inspiration and day-to-day management for the Rabbinic team.
* To ensure that a long-term strategic plan is created and implemented in relation to the longer-term ethos and vision of our Synagogue, across all ages and cohorts.

**DUTIES & RESPONSIBILITIES:**

Below is an outline of the principal accountabilities and responsibilities of the Senior Rabbi/Rabbinic couple, but he/they must be prepared to undertake any other activity or assume any other responsibility that would reasonably be expected of a Senior Rabbi/Rabbinic couple.

These 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 HGSS.

The Senior Rabbi will be expected to manage and work alongside their professional team i.e., line management meetings and Synagogue Council meetings.

The role includes but is not limited to:

1. **Community leadership**
* To provide overall religious and spiritual leadership to all members of the HGSS community, through one-on-one interactions, sermons, lifecycle events and halachic decisions etc.
* 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 and identify, and implement possible opportunities.
* To lead, manage and co-ordinate the entire Rabbinic team so that it delivers on all aspects of what is required to meet the needs of our community, and acts as a mentor to more junior members.
* To demonstrate flexibility, empathy, warmth, emotional intelligence and creativity in dealing with congregants in order to reflect the needs of the community, e.g., less observant or more observant members.
1. **Services**
* Ensure that the Shul delivers a range of services that meet members’ expectations with particular emphasis on a vibrant and inclusive main service for regulars, occasionals, and visitors.
* To play a full part in all religious services in the synagogue and to lead services as required.
* To balance the needs of specialist services and parts of the community (e.g., Sephardim, The Link, Hashkama, Mensch and Women) with the overall needs of the Kehilla.
* Support the professional team and volunteers in ensuring the maintenance and integration of all other services, including the Youth service, children’s services, alternate services etc.
* To deliver sermons on Shabbatot and Yom Tovim that educate, inform, challenge, and inspire members of the Community.
* To maintain the customs and practices of the United Synagogue relating to services, and to ensure that all services are conducted in accordance with the requirements of the lay leadership acting within the by-laws of the United Synagogue and the local Minhagim.
1. **Religious Education and Instruction, Social and Cultural Activities**
* To act as the authority on religious issues for the Community within the limits set by Halacha and the Court of the Chief Rabbi; and to deal with these matters with sympathy and empathy.
* To encourage the Jewish development and growth of the community, through dialogue, education, personal involvement and teaching.
* To ensure that the Rabbinic team delivers a range of educational, social, cultural and other activities, which inspire, reach out, and engage the Community including shiurim targeted across the Community, regular activities and various unique events.
* To create and run interesting and exciting activities and programming (both in-person and virtually) to support and encourage members of the Community in developing greater knowledge and understanding of Judaism, Halacha, Jewish traditions and practices, Jewish culture and Israel.
1. **Children and Youth Activities**
* To oversee the activities relating to children and youth, in conjunction with the Community Rabbi/Rabbinic couple.
* To engage with the children and youth of our community, together with their families.
* To work with the Community Rabbi/Rabbinic couple, Youth Directors, Cheder head teacher and relevant Synagogue committees, to develop and implement youth and children’s activities.
* To provide Rabbinic guidance and leadership, in conjunction with the professional team, to Kerem School, the Aleph Learning Centre (Cheder) and The Zone.
1. **Pastoral Activities**
* To lead the delivery of pastoral support to the Community, in order to ensure that the Shul excels in supporting our membership through lifecycle and other events.
* 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 Nefesh Network (welfare team), Rabbinic team, and professional team to ensure that the pastoral needs of the community are met.
* To officiate at the life-cycle events of the members of the Community whenever practicable, i.e., 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 the Senior Rabbi’s home, and at shul.
* To actively build relationships with everyone in the community, regardless of age, attendance or observance; and to reach out to new members.
1. **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.
* To play a prominent and visible role in the social, cultural, charitable, and educational and welfare groups and activities within the Community and where appropriate in the wider Community, including local Jewish welfare organisations, the United Synagogue, and the wider Jewish community.
* To represent the Community at appropriate forums within the local non-Jewish Community, including local interfaith forums.

**PERSON SPECIFICATION**

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

**Education**

* University graduate or similar
* Experience of being the senior Rabbinic figure in a United Synagogue community
* Orthodox Yeshiva education
* Semicha acceptable to the Office of the Chief Rabbi
* IT literate
* Driving License

**Aptitude/Skills/Competencies**

* 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 lead, inspire and enthuse all community members and colleagues
* Excellent written and spoken communication skills
* Ability to delegate and use resources of others
* Can lead and manage others effectively
* Ability to work collaboratively and part of a team – with the Rabbinic team, professional team and Nefesh network (HGSS welfare service)
* Ability and confidence in delivering meaningful sermons to a diverse audience
* Capable as a Ba’al Tefillah on Shabbat and Yom Tov
* Ability to offer meaningful spiritual comfort and counsel to those in need
* Ability to develop educational programmes for all ages and at all levels
* Has an understanding of the backgrounds/needs of British Jewish families, as well as the ethos of HGSS and the United Synagogue

**Experience**

* Previous United Synagogue community experience, in a leadership capacity
* Pastoral work
* Experience of continuing professional development and willingness to continue personal and professional development
* Teaching children, young people and adults
* Counselling

**Personal Qualities**

* Approachable, welcoming, engaging and non-judgmental
* Energy, drive and creativity
* Warm and non-judgemental disposition
* Inclusive and diplomatic
* Friendly and outgoing
* Innovative, dynamic and self-motivated
* Enthusiastic and passionate about what they do
* Hard working, diligent and well organised; can develop and implement plans
* Is flexible in style and approach
* Caring, 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 the highest level
* Committed to providing hospitality at home for community members
* Is confident and sensitive in giving Halachic rulings
* Keen to increase engagement of all members within the community
* Is committed to his own continuing educational development, and that of the community
* Understanding and appreciation of the secular world

**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.**