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## United Synagogue Job Description

**JOB TITLE:** Senior Rebbetzen

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

**WORKING HOURS:** Full time role. This role will require the candidate to work some unsocial hours including some evenings and Sundays.

**SALARY:** Generous salary and benefits

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

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays

 Cycle to Work Scheme

 Auto-Enrolled Pension

**JOB PURPOSE:**

We are looking for a Rebbetzen who can help our members feel empowered, engaged and a valued part of the community and can make Judaism relevant in all aspects of their lives.

The individual will work in partnership with the Rabbi, working alongside him in all communal matters and determining the strategic direction of the synagogue, (as detailed in the job description for the Rabbi/Rabbinic Couple), and independently offering religious guidance and support to all members of the community. The Rebbetzen will also be expected to support and develop activities for the community as a whole, but in particular for women and girls within the community.

**DUTIES & RESPONSIBILITIES SPECIFIC TO THE REBBETZEN ROLE OTHER THAN THOSE WHICH WILL BE SHARED WITH THE RABBI:**

It is expected that the Rebbetzen will be able to provide support to the Community in several of the following areas:

* To provide hospitality and entertainment to all members of the community particularly over Shabbat, Yom Tov and other festivals.
* To support the work of the Rabbi in his pastoral and educational responsibilities.
* To ensure the delivery of regular shiurim and to be accessible for religious guidance, especially to female members of the community.
* To participate in the delivery of religious and educational programmes and events.
* To attend shul services on Shabbat and festivals on a regular basis, offering a welcoming face to regular attendees and visitors irrespective of their level of observance.
* Provide guidance and spiritual leadership to women of all ages
* To plan, manage and implement a Bat Mitzvah programme and also a women’s strategy and programme

**PERSON SPECIFICATION:**

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

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| **Essential** | **Desirable** |
| **Personal qualities and skills*** Ability to offer meaningful, spiritual comfort to those in need
* Excellent communication skills
* Ability to work as part of a team with professional staff and lay leaders
* Ability to relate to members whatever their knowledge and observance
* Good judgement
* Excellent people skills,
* Friendly, warm and non-judgmental disposition.
* Situational flexibility
* Welcoming, approachable and inclusive.
* Ability to work as part of a team with professional staff and lay leaders
* Empathetic
* Diplomatic
* Self motivated
* Willingness to use social media

 | * Computer literate
* Written communication skills
* Full and clean Driving licence
* Good sense of humour
* Good sense of humour

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| **Experience*** Previous experience in a United Synagogue community
* Pastoral work
* Educating young people and adults
* Considerable previous communal experience
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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.**