



United Synagogue Job Description

JOB TITLE:	Rebbetzin with responsibility for Young Professionals and Youth
LOCATION:	South Hampstead United Synagogue
WORKING HOURS:	Full Time
SALARY (JOINT):	£45,000 to £65,000 per annum depending on experience, inclusive of accommodation
REPORTS TO:	The Honorary Officers
BENEFITS:	20 days holiday, plus Bank Holidays Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

JOB PURPOSE AND SCOPE:

The primary aim is to build a programme for Young Professionals and Youth (this includes people who are single and newly married) featuring a range of religious, cultural, and social activities. The Rebbetzin will also have a rabbinical remit including hospitality as well as pastoral and educational activities across the community.

The Rebbetzin will research, create, and implement programmes that provide a positive Jewish influence and encourage the Jewish development of young people in the community. She will be pro-active in building relationships with Young Professionals, Youth, and their families. She will increase involvement of these cohorts in all shul activities. All of these are to be conducted in conjunction with the holder of the linked Rabbi role.

The role also includes supporting our existing Rabbinic Team in both Rabbinic and Pastoral roles.

POSITION IN ORGANISATION:

The Rebbetzin will be part of our existing Rabbinic team. She will be supported by the Honorary Officers of South Hampstead Synagogue and by any persons delegated to be responsible for the provision of her activities.

This will include the following: -

- Financial support for salary, approved expenses such as kiddushim, activity costs etc.
- Assistance and advice from lay leadership
- Assistance from the Rabbinic leadership
- Assistance from the Administrator and office staff

1 MAIN DUTIES AND RESPONSIBILITIES (to be delivered in conjunction with the holder of the linked rabbi role):

- To promote events and activities through regular contact, phone calls and social media connection with young people & parents
- To maintain updates to the relevant sections of the synagogue website, notice board and database
- To communicate with the community during the week in person and via social media
- To attend Tribe/Young US meetings and training seminars specific to leaders in similar roles
- To promote (where appropriate) Tribe/Young US initiatives and events
- To arrange social events/activities for different age groups ranging from Youth to Young Professionals (e.g., Movie nights, Football tournaments, shiurim and social evenings) including South Hampstead centric events in line with communal initiatives (e.g., Mitzvah Day)
- To lead the Sunday morning class for school Year 6 & 7 and participate in informal educational activities at the South Hampstead Cheder
- To have regular involvement with our Sunday morning Cheder.
- To coordinate services and activities on Shabbat and Festivals for Young Professionals and Youth
- To arrange feature events for the relevant demographic on Festivals
- To reach out to relevant new members as per updates from shul office
- To promote and coordinate any external initiatives which are relevant to the young people e.g., pre campus event
- To plan and run pre- and post-Bar & Bar mitzvah education programmes
- To report regularly to a line manager from the Honorary Officer team
- To liaise regularly with the Rabbinic team of the Synagogue
- To attend Tribe/Young US meetings and training seminars specific to leaders in similar roles
- To promote (where appropriate) Tribe/Young US initiatives and events
- To maintain a budget
- To be present at shul services during the week and on Shabbat/Festivals
- To be available to support the services by giving a D'var Torah/shiur when required
- To support the Rabbinic team with pastoral care including for example home/hospital visits

- Provide energetic, dynamic, and inspiring religious and community leadership in partnership with the current Rabbinic Leadership team

2 SHABBAT DUTIES:

- To run a regular (but not weekly) Shabbat service for Young Professionals
- To run a weekly Youth Shabbat morning service including davening and a programme.
- To prioritise Friday nights as time allocated for Young Professionals e.g., Friday night dinners and home hospitality for this cohort
- To host Shabbat meals for the range of people you interact with across the community
- To arrange periodic Shabbatot where the youth take over the main service

3 WEEKLY DUTIES:

- To be based in the Synagogue during the week
- Involvement in events planning, organisation, and delivery, across community.
- Contribute to Website content and advertising material if and when necessary
- General Rabbinic support to the office team if and when necessary

4 YOMTOV DUTIES

- To be responsible for Young Professionals and Youth planning and delivery
- To support and liaise with existing Rabbinic Team
- Co-ordinate events relating to Festivals throughout the year, for example pre-festival events, Chanukah party etc.

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 Co-Chairs 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**

PERSON SPECIFICATION - REBBETZIN

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

Criteria	Essential	Desirable
University degree		X
Certificate or diploma in Youth and Community Work		X
Substantial experience of working in a Youth and Community Work setting on a full or part-time basis and running programmes.	X	
Counselling qualification		X
Excellent professional relationships skills when working with customers and employees at all levels; be willing to ask for and listen to ideas and feedback	X	
Be fully committed to the philosophy and practice of Orthodox Judaism	X	
Have experience in working successfully with both religious, non-religious and non-committed youth	X	
Excellent communication skills, both verbal and written	x	
Ability to create own ideas for programmes and activities	X	
Willingness to ask for and listen to ideas and feedback	X	
Have the knowledge and experience to give shuirim and lead discussions at a range of levels up to youth in the sixth form		X
Have experience in running local and residential Shabbatons		X
Excellent understanding of younger people's issues (substance abuse, bullying, career choices)	X	
Have a good understanding of the Jewish Community, Judaism and Jewish Values	X	
Ability to work with deadlines, and in a very dynamic environment	X	
Understand empowerment of young people and put this into practice	X	
Energetic and proactive attitude	X	
Possess excellent interpersonal skills, be articulate, creative, intelligent, and self-motivated and have the self-confidence to build and maintain strong relationships	X	
Proven experience as a proactive team member contributing to the success of the wider team and a proactive attitude	X	
The ability to integrate herself into the community	X	