



United Synagogue Job Description

JOB TITLE: Rejewvenate Co-director (Rebbetzen) Full-Time

LOCATION: London - Exact location to be determined

WORKING HOURS: 35 hours per week, including on Shabbat/Chagim (with one day off per week, tbc)

SALARY & EXPENSES: £40,000- £60,000 per annum. Expenses will be paid in accordance with United Synagogue procedures

REPORTS TO: Chief Programmes Officer

BENEFITS: 20 days holiday, plus 8 Bank Holidays, Employee Assistance Programme
Ride-to-Work Scheme
Auto-Enrolled Pension
Accommodation will be provided

OVERVIEW OF THE ROLE

Rejewvenate is a prestigious programme to provide education for Jewish young professionals across the UK through formal study and informal experiences. It aims to create a strong & vibrant community of Jewish University graduates and young families through leadership empowerment, and by sharing the richness of Jewish life, learning and values.

MAIN DUTIES AND RESPONSIBILITIES

This job description does not encompass the complete duties and should be treated as a guide to the duties that the Rejewvenate Rebbetzen is expected to perform

- To teach Jewish educational programmes when required
- Form a unique programme for Jewish young professionals and young families in London
- Create and maintain relationships with other community organisations, shuls, local leadership, and stakeholders

- Develop and implement an annual plan for events - educational/intellectual sessions, courses, social events, Friday nights and weekend seminars
- Personally engage young professionals and young families to enhance their sense of community belonging
- Lead & empower the local leadership team
- Provide financial oversight and manage the programme budget & fundraising activities
- Recruit and manage additional staff as required
- Create, maintain, and enhance social media presence
- Continually evaluate the program relevance and explore changes with the local leadership committee

INFORMATION AND EVALUATION

In order to facilitate meaningful evaluation of the role, it is vital that you keep accurate records, including the following:

- **Budget:** you must record and categorise your spending, and keep receipts to claim expenses, where appropriate
- **Personal data:** in accordance with United Synagogue protocols, it is vital to maintain accurate records of contacts. Recording details of relationships, you build up will directly assist your work and enable the project to progress and become a true 'network'
- **Calendar:** a calendar of events (in particular, but to contain anything you think relevant), amended post-facto with details of attendance, development milestones, anecdotes and other details, is an essential factor in the evaluation of success
- **Targets:** agree targets with line manager and demonstrate goals reached on a regular basis

PERSON SPECIFICATION

Essential

- Experience of working within a UK Jewish framework on university campus for a minimum of 4 years
- Excellent written and verbal communication and interpersonal skills; demonstrated ability in public speaking desired
- Experience in building education programmes and annual budget planning
- Minimum 4 years of management/supervisory experience
- Jewish educational experience, and identification with the United Synagogue
- Willingness to relocate to the area of operation
- Degree or equivalent qualification in digital marketing with at least 5 years' experience
- Excellent computer skills, including social media marketing principles

Desirable

- Demonstrated ability to recruit, train, motivate and manage employees/volunteers
- Demonstrated fundraising skills
- Demonstrated experience in the areas of team building and professional working

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, Directors 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**