



United Synagogue Job Description

JOB TITLE:	Assistant Rabbi
LOCATION:	Stanmore & Canons Park United Synagogue
WORKING HOURS:	40 hours per week including Shabbat, Festivals, weekends and some evenings depending on circumstances
SALARY:	Competitive remuneration package (depending on experience). Accommodation provided.
REPORTS TO:	Chair or Vice Chair
BENEFITS:	20 days holiday, plus 8 Bank Holidays - pro rata Ride-to-Work Scheme Employee Assistance Programme Auto-Enrolled Pension

JOB SUMMARY

Stanmore United Synagogue is one of the largest Synagogues in the UK, with a considerable number under the age of 30. We are looking for someone with passion, drive and enthusiasm to move the community forward. We feel there is a great opportunity for a new Assistant Rabbi to develop a culture of learning within the community. They will be expected to engage as many members of our community as possible including new members, existing members who are not currently active, the youth, young marrieds and young families. They will also share rabbinic and pastoral activities as required with the Senior Rabbi and actively support him.

We are looking for a candidate who can help our members feel engaged, empowered and a valuable part of the community, whatever their contribution - and to make Judaism relevant for their lives.

This role will be split between youth leadership (15%), supporting young married and young families (30%), pastoral / rabbinic support (20%), recruiting and engaging new members (15%), and original programming and support of existing events (20%).

JOB PURPOSE

To provide religious, educational and congregational responsibilities in conjunction with the Senior Rabbi for a large community

Under the leadership of the Senior Rabbi, the Assistant Rabbi/Rabbinic Couple will focus mainly on the existing members and potential members in the area surrounding the Synagogue. The role(s) will be to inspire, recruit, retain, engage, educate and stimulate these groups in order to maintain and ensure the continued success of the Synagogue. The Assistant Rabbi will also spend some of his time assisting the Senior Rabbi in the carrying out of his pastoral duties, as required.

The Assistant Rabbi & Rebbetzen will join the rabbinic team which comprises of the Senior Rabbi & Rebbetzen.

Key areas of focus for this position will include:

- To become integral members of the religious leadership team and to engage and become connected to the community
- To assist and share rabbinic and pastoral activities as required with the Senior Rabbi and actively support him (as required)
- To proactively engage new members and the wider community
- To develop exciting and innovative educational programming for the whole community
- To deliver other new initiatives and projects
- Help identify and engage potential leaders and volunteers in the wider community
- To develop and implement a strategy to engage and welcome new members
- To provide direction, support and devise innovative programmes for youth/ young adults in conjunction with the existing team of youth workers
- To provide support for young adults and young married members (with or without children); and reach out to those who are not yet members

RESPONSIBILITIES

Educational Responsibilities:

- Develop a culture of learning within the community
- Prepare and deliver shiurim in conjunction with existing programmes as required
- Organise and conduct educational programming for whole community
- Bring to Stanmore, innovative and modern ideas that will inspire the membership to want to be more involved
- Act as Rabbi of the Limmud Minyan and occasionally the main shul service
- Facilitate bringing first class educators and speakers to the shul
- Establish Stanmore as a centre of Jewish learning
- Back up the Senior Rabbis educational responsibilities when necessary
- Learn with community members on an ad hoc basis

- Be a resource for halachic guidance as and when necessary
- Attend all relevant training provided by P'eir.
- Attend all training provided by Tribe including the annual Engage Conference (normally a Shabbaton in September or October) and meetings at the request of the Tribe Community Liaison Manager, in co-ordination with the Shul.

Pastoral:

- Attend daily and shabbat/yom tov minyanim
- Be involved in pastoral duties and life-cycle events such as weddings, funerals, shiva homes and bikur cholim as required
- Assist Senior Rabbi as required
- To support the Rabbinic team in relation to wider communal responsibilities and pastoral duties, where relevant

Congregational Responsibilities:

- Develop relationships with congregants of all ages, with a particular focus on youth and young adults ("young professionals") and those with young families
- Attend daily minyanim
- Backup the Senior Rabbi as and when necessary
- Be an ambassador for Stanmore to the wider Anglo Jewish Community
- Offer hospitality on Shabbat and Chaggim as appropriate

Children and Youth:

- To seek engagement and connection with young people and their families, providing leadership for them and such activity to be carried out in co-ordination with the other members of the Rabbinic and youth team
- To work with the Youth Directors to engage young people across the religious spectrum
- To act as Rabbi for the Youth Service where necessary with the long-term objective of growing a vibrant and well attended Minyan at the heart of the Shul community
- To host member young people and their families for Shabbat and Yom Tov
- To build a close connection with local schools
- To attend the different services on a regular basis including adult, youth, children and toddlers' services held at the Synagogue
- Work closely with and support existing committees of volunteers within the shul

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 Chair 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

PERSON SPECIFICATION

The successful candidate(s) will provide the community with a positive and engaging role model of Orthodox Jewish family life. The candidate(s) should demonstrate the following qualities, skills and experience:

Essential	Desirable	Comments
EDUCATION <ul style="list-style-type: none"> • Acceptable semicha to the Chief Rabbi & LBD 	<ul style="list-style-type: none"> • University Graduate 	<u>Please include copies of your semicha certificates with your application</u>
APTITUDE/SKILLS <ul style="list-style-type: none"> • To motivate and lead people towards active engagement in community life • Ability to offer meaningful, spiritual comfort to those in need • Exceptional people skills • Strong verbal and written communication skills • To work independently but accept mentoring and direction • Cultivate relationships with young adults and new members • Ability to inspire and gain confidence and trust • Computer literate 	<ul style="list-style-type: none"> • Full UK Driving licence 	
EXPERIENCE <ul style="list-style-type: none"> • Ability to lead a community including counselling and pastoral work 	<ul style="list-style-type: none"> • Educating young people or adults • Counselling qualification 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • We are seeking a married couple for the Assistant 	

	Rabbi/Rabbinic couple position	
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Approachable • Excellent time-keeping, arriving before the start of all services • Discrete • Organised • Ability to work with our lay leader(s) • Innovative • Energetic • Self-motivated • Excellent communicator • Tolerant and be able to relate to members whatever their knowledge and observance • Open home to congregants on a regular basis 		

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