



## United Synagogue Job Description

<b>JOB TITLE:</b>	Assistant Rebbetzin
<b>LOCATION:</b>	Stanmore United Synagogue
<b>WORKING HOURS:</b>	20 hours per week including Shabbats, Festivals, weekends and some evenings depending on circumstances
<b>SALARY:</b>	Competitive remuneration package
<b>REPORTS TO:</b>	Chair and Vice Chair
<b>BENEFITS:</b>	20 days holiday (pro-rata) plus Statutory Bank Holidays Ride-to-Work scheme Employee Assistance Programme Auto-Enrolled Pension

### INTRODUCTION

Stanmore Synagogue is a vibrant, dynamic and inclusive community with approximately 1,800 members. This is a new position to form part of the Rabbinic Team.

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

Key areas of focus for this position will include:

- 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
- To become integral members of the religious leadership team and to engage and become connected to the community
- Responsibility for overseeing activities for women and girls
- To deliver other new initiatives and projects (to be decided)
- Planning and arranging learning opportunities, both formal and informal
- To develop and implement a strategy to engage and welcome new members
- Providing pastoral care as appropriate

## **RESPONSIBILITIES**

### **Pastoral:**

- Attend shabbat/yom tov minyanim when possible
- The appointee will be part of the US team of Tribe Rebbetzens and will be involved on request from United Synagogue personnel, in relevant training.

### **Educational Responsibilities:**

- Organise and conduct educational programming for the women in the community.
- Attend relevant training.

## **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

## PERSON SPECIFICATION

Essential	Desirable
<b>EDUCATION</b> <ul style="list-style-type: none"> <li>Seminary education or equivalent experience in a communal role</li> </ul>	
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>Approachable</li> <li>Excellent timekeeping</li> <li>Discrete</li> <li>Organised</li> <li>Ability to work with professional staff and our lay leader(s)</li> <li>Proficient I.T. skills</li> <li>Innovative</li> <li>Energetic</li> <li>Self-motivated</li> <li>Warm and hospitable</li> <li>Friendly and polite</li> <li>Excellent communicator</li> <li>Tolerant and be able to relate to members whatever their knowledge and observance</li> <li>Open home to congregants on a regular basis</li> </ul>	Effective written skills Valid current driving licence Good sense of humour Confidence

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.**