

## Whitefield Hebrew Congregation Job Description

**JOB TITLE:** Rebbetzen

**LOCATION:** Whitefield Hebrew Congregation

**WORKING HOURS:** Part time hours to be negotiated during the recruitment process. This role will require the candidate to work some unsocial hours including some evenings and Sundays.

**SALARY:** Dependent on candidate experience

**REPORTS TO:** President - WHC

**BENEFITS:** 25 days paid holiday plus Bank Holidays - (pro rata), 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, supporting him in all communal matters and independently offering religious guidance and support to all members of the community. The Rebbetzen will 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**

1. Primary Role

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 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 support to brides and women of all ages, and encourage the observance of Taharat Hamishpacha and mikvah.
* To plan, manage and implement a Bat Mitzvah programme

**PERSON SPECIFICATION**

**The person to be appointed to this post should 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 | * Computer literate * Written communication skills * Full and clean Driving licence * Good sense of humour * Willingness to use social media * Good sense of humour |
| **Experience**   * Some previous communal experience * Pastoral work * Educating young people and adults | Considerable previous communal experience |