



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

**Rabbinic Team -Recruitment Pack – 2024**  
**Position: Rabbi – Education, Family & Youth**

---

## **Contents**

**A. About SPS**

**B. The Vacancy**

**C. Attributes and qualities**

**D. Job Description**

**E. Package and Summary Terms**

**F. Application and more information**



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

## **Rabbinic Team -Recruitment Pack – 2024**

### **Position: Rabbi – Education, Family & Youth**

---

#### **A. About SPS**

##### **Who are we?**

The Synagogue was founded In 1943 and we have been on our present site since 1954 when we acquired the freehold interest. The front building is currently used as administrative offices for our Rabbi and Office Manager, by synagogue groups as well as our Religion School (Ruach) and our principal tenant, Southover Partnership School, who use the upper parts Monday to Friday during term time.

Our sanctuary is accessed via the main entrance and was purpose-built in 1989 with seating for 160 congregants. Our sanctuary also boast four sets of stained-glass windows and our memorial tree.

To the rear of the site, we have a large multi-purpose function hall which was refurbished in 2011. It is used for synagogue social events plus High Holy Day services and can seat over 400 or 160 for a sit-down function. The hall benefits from a fully fitted kitchen (milk), disabled toilets and cloakroom. We also let out the hall to a church on Sunday mornings and to an Art Class on Thursdays. It is also home to our table tennis and Bridge clubs.

The congregation comprises over 600 members with a wide demographic, mostly in North London and south Hertfordshire but with members also in North West London.

We are a constituent member of Liberal Judaism and have the third largest congregation. We are also represented on the Board of Deputies and are a supporter of the Leo Baeck College in Finchley.

SPS is run by an elected Council, comprising the Executive Officers – Chairman, Vice-Chairman, Hon. Secretary, Assistant Hon. Secretary and Hon. Treasurer – and a maximum of 9 Council members.

We have a Life President and Life Vice-President and 8 Vice-Presidents who are elected as long-serving members. They can attend Council meetings but do not have a vote. We have a variety of Committees including Religious Activities, Welfare, Education, Finance, Site Maintenance. Social, Security and House (Kiddush & catering).

The Senior Rabbi attends the Executive Officers meetings and Council, as well as the Education, Religious Activities and Welfare Committees but does not have a vote. In addition, we have other administrative and teaching staff.



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

## **Rabbinic Team -Recruitment Pack – 2024**

### **Position: Rabbi – Education, Family & Youth**

---

#### **What is our Vision?**

We endeavour to be a centre and focal point for the local Jewish community and their families, whether religious or secular. Following the Liberal Jewish tradition, we strive to be inclusive in everything we do. Our vision is to create and grow all parts of our community; to continually strive to have respect for views different from our own and to have compassion for those within our community, as well as those outside.

#### **What do we stand For?**

At SPS we:

- are proud to be a constituent member of Liberal Judaism which ‘affirms the dynamic, developing character of the Jewish religious tradition’;
- make every effort to ensure that we have a focus on the whole community and cater for all life-cycle events;
- are proud to have a modern, purpose-built Sanctuary where we can pray in a tranquil space and offer different styles of prayer and services, both modern and traditional;
- celebrate the Jewish festivals according to the Liberal Jewish tradition, not hiding from innovation or tradition;
- have a continuing awareness of the welfare of our community with a band of dedicated volunteers who keep in contact with our members, especially those who are older, on their own or unwell as well as considering others outside our community who are less fortunate than ourselves;
- are inclusive of all people, welcoming non-Jewish partners to all services and social activities and always ensuring that financial hardship is never a barrier to being part of the community;
- encourage and support those who wish to convert to Judaism with a structured course of teaching and learning;
- facilitate the learning of our Jewish heritage for members and non-members;
- support and participate in Interfaith events and dialogue with the local faith communities around us;
- have fun with regular social and cultural events, enabling us to get to know each other better;
- encourage discussion on a wide variety of Jewish interest topics, listening with respect to the opinion of others, even when such views are different from our own;



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

## **Rabbinic Team -Recruitment Pack – 2024 Position: Rabbi – Education, Family & Youth**

- 
- will seek to be bold when it comes to change – striving to live up to our Progressive name, to be able to move forward and be relevant for the next generation.

### **Technology**

Embracing modern technology, in the last three years, we have:

- Procured and implemented a new cloud-based database;
- Commissioned a new dynamic web site;
- Embraced streaming of all services with professional equipment;

### **Future Opportunities?**

We have a very good site with good facilities, five minutes walk from the underground network (Oakwood Station) in a thriving area of London boasting great open spaces (nearby Oakwood Park, Grovelands Park and Trent Park). There are schools with good reputations in the area including the Jewish Schools of Wolfson Hillel and JCOSS.

We have potential on our site to refurbish the ground floor in the House and we are currently considering how to maximise the space that we have, to include new facilities such as an extra meeting room, studio space, a communal café and modern toilet and kitchen facilities.

There are also opportunities to work closer with other Liberal and Reform communities in the area including Finchley Progressive Synagogue, The Liberal Synagogue Elstree and Shaarei Tsekek North London Reform Synagogue.



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

## **Rabbinic Team -Recruitment Pack – 2024 Position: Rabbi – Education, Family & Youth**

---

### **B. The Vacancy**

We are looking for someone to complement our existing Rabbinic team and take particular responsibility for Education, family and youth, The successful candidate will be either an ordained Rabbi (at Leo Baeck College) or ordained Cantor, but we will consider applications from 5<sup>th</sup> year student Rabbis.

While we believe that this exciting opportunity will suit someone looking for a part-time position, the number of hours per week is negotiable and we would consider a full-time position for the right candidate.

The appointed person will work hand in hand with the Senior Rabbi and Chair of Education as well as our lay leadership team to help establish 75 Chase Road as the centre of Jewish community life in Enfield and South Hertfordshire.



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

## **Rabbinic Team -Recruitment Pack – 2024 Position: Rabbi – Education, Family & Youth**

---

### **C. Personal Attributes and Qualities**

The successful candidate will have good communication skills and be welcoming. They will possess enthusiasm and energy, be outgoing, broadminded and knowledgeable in all things Jewish.

They should be pro-active and be able to suggest and make the case for new ideas with a vision for the future.

They will be compassionate with good pastoral skills and the ability to listen and empathise. Intuition would be advantage here as would a sense of humour.

They should have the ability to educate and provide inspiration especially to younger members of the community but also the skill to relate to older members of the community.

Being organised and having reasonable IT skills would be an advantage.

Please note that any appointment will be subject to a DBS check.

## **Rabbinic Team -Recruitment Pack – 2024**

### **Position: Rabbi – Education, Family & Youth**

---

#### **D. Job Description**

##### **1 Introduction**

As part of the rabbinic team at Southgate Progressive Synagogue (SPS), you will be managed by the Senior Rabbi (your line manager). In liaison with them, the Chair of Education and the Executive Officers, you will take delegated responsibility for all spiritual aspects of congregational life as required and perform any reasonable duties as appropriate for a Rabbi of a Progressive Jewish congregation. You will hold the title of Rabbi (Education, Family & Youth) and as such will also be the primary lead for the Education and development of the youth / younger members of the community, working with Religion School teachers and parents and others to provide educational leadership and vision for the future of the Religion School. In addition, you will organise educational events for the wider community of all ages.

##### **2 Rabbinic Duties**

###### **a. Religious Activities**

- Participate in all religious activities within the Synagogue including assisting and leading Shabbat, High Holy Day, Festival and other special services as required and agreed with the Senior Rabbi;
- Liaise as necessary with the shammashim, the choir and lay readers to ensure that services are properly planned and conducted;
- Officiate at weddings, funerals, baby blessings and other life cycle events, liaising with Synagogue families as required;
- Lead Shiva prayers as required.

###### **b. Pastoral work**

- Act as one of the principal providers of pastoral care to congregants, providing personal, spiritual and moral support and comfort to members and their families;
- Help to develop and support wider pastoral facilities in the community;
- Visit the sick and elderly within the local community and congregants further afield as appropriate;
- Provide ad-hoc support to congregants in need;
- Give practical assistance in times of illness, bereavement or stress.

## **Rabbinic Team -Recruitment Pack – 2024**

### **Position: Rabbi – Education, Family & Youth**

---

#### c. Adult Education

- Plan and lead study sessions and seminars;
- Represent the community in external educational events;
- Give religious and educational input into adult education programmes;
- Participate in Israel and diaspora focused activities;
- Liaise with the SPS Education Lead (Chair of Education Committee) as required;
- Support and help develop the Synagogue's lay leadership.

#### d. Local Community and Interfaith

- Participate in cross-community religious events;
- Write to local & national press with prior approval of the Chair, of text and content;
- Act as an ambassador of SPS to its members and the wider community in promoting the services and values of SPS;
- Promote Progressive Judaism among members of the synagogue and the wider community;
- Be actively involved with interfaith work as an SPS representative;
- Contribute to local interfaith work (including Holocaust Memorial Day activities, local CCJ branch, other local religious institutions).

#### e. Supporting converts

- Interviewing people wishing to convert to Judaism and provide teaching for them;
- To be a sponsor for converts, preparing them for the LJ Beit Din.

#### f. Rabbinic Conference & Leo Baeck College

- With the agreement of the SPS Council (Board of Trustees), actively participate in the activities and meetings of the Liberal Judaism (LJ) Rabbis; participate in Leo Baeck College activities; be involved in such other national and international religious educational and movement activities and meetings;
- Provide occasional rabbinic support to other congregations with the agreement of the Chair subject to reimbursement to SPS by the other congregations at the current LJ rate;
- Be a member of the Conference of Liberal Rabbis and Cantors (COLRAC) and attend the conference meetings.

#### g. Synagogue Management

- Attend Council meetings as required and liaise with the Senior Rabbi on providing written reports to Council on rabbinic matters and tasks;



## **Rabbinic Team -Recruitment Pack – 2024**

### **Position: Rabbi – Education, Family & Youth**

- Attend the Religious Activities Committee meetings and provide a written report regarding services;
- Attend the meetings of the Education Committee, providing a concise report and seeking advice from the forum as required;
- Attend Council to discuss education as required;
- Work in partnership with the lay leadership; attending meetings of the Executive Officers as required.
- Attend regular meetings with The Senior Rabbi (and the Chair as required) and report on personal activities and objectives and take part in regular appraisals;

#### h. Community Development

- Provide input to discussion on community development as appropriate and liaise with the Community Development Manager (or equivalent);
- Contribute to strategies and methods for increasing Synagogue membership in conjunction with lay leadership;
- Assist with the planning of social events as required;
- Give guidance and input into informal activities for all ages and help plan and develop activities and services for young people and children as appropriate including liaison with the Young Families Committee (or equivalent);
- Encourage young people to maintain and develop involvement in the community;
- Build relationships with local Jewish schools including helping with school visits.

### **3. Head of Ruach (SPS Religion School)**

As 'Head of Ruach' you will work with the Chair of Education, the Ruach teachers, Office Manager, Parents, Officers and Council in the following areas:

- Encourage all pupils to maintain and develop involvement in the Religion School and community;
- Be responsible for formal and informal Education;
- Be responsible for devising the school's curriculum for Hebrew and Jewish Studies, ensuring Rabbinic input and its development in line with our ethos and vision;
- Undertake teaching duties as required;
- Manage teachers, administrator, and helpers assuring the preparation and delivery of weekly lesson plans;
- Ensure training and development for teachers and assistants;
- Recruit teachers and helpers and locate supply staff to cover absences as required;

## **Rabbinic Team -Recruitment Pack – 2024**

### **Position: Rabbi – Education, Family & Youth**

- 
- Attend scheduled meetings with the Senior Rabbi (and the chair of Education where required) to discuss Religion School activities and objectives;
  - Attend outside head teachers' meetings/courses from time to time as required;
  - Liaise with the Education Lead of other Progressive religion schools;
  - Promote Progressive Judaism and LJY-Netzer among Religion School children;
  - Organise child-parent education programmes during Religion School hours;
  - Organise monthly family services;
  - Facilitate/appoint someone from the Religion School team to manage the school's involvement in Mitzvah Day (currently held in November).
  - Organise trips, fun days, and other activities within and outside the Synagogue;
  - Oversee the management of the resource stores, ensuring it is kept up to date, organised and stocked as necessary;
  - Ensure end of term reports are composed and distributed to the parents;
  - In liaison with the Religion School administrator, follow up with prospective students and new students who have been invited to start and have not yet done so;
  - Liaise with the Treasurer to set the annual Religion School budget and ensure that it is adhered to.

#### **4. General Duties**

- Contribute to the Synagogue's weekly email and monthly magazine and other communications channels, as required;
- Comply with all office policies and procedures affecting all staff including health & safety, safeguarding and first aid training;
- Ensure all expenses are submitted monthly to the Treasurer of the Synagogue together with the appropriate paperwork, and receipts;
- Conduct personal development activities such as further training and/or qualifications and/or publishing and/or private study as may be agreed from time to time.



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

## **Rabbinic Team -Recruitment Pack – 2024**

### **Position: Rabbi – Education, Family & Youth**

---

#### **E. Package & Summary Terms**

##### **1. Salary**

The agreed salary will be by negotiation dependent on experience and the nature of the position. Regard will be had to the Liberal Judaism Rabbinic Scale but also to the financial circumstances of the synagogue.

##### **2. Hours of Work**

It is recognised that Rabbinic hours of work will vary according to events both predictable and unforeseen, and that this is a normal aspect of the role.

Your hours will be by negotiation in the event of a part-time position. We envisage a minimum of 20 hours, representing 50% of a working week. For a full-time position, your working hours will be based on 40 hours. You may be required to work such additional hours as may be necessary for the proper performance of your duties including observing/presiding over festival or holiday days (as recommended by the Conference of Liberal Rabbis and Cantors).

You will be entitled to two 24-hour periods per week free from all congregational duties. One of these should be a fixed day of the week and when it is necessary to work on that day, another day or the equivalent time will be taken in lieu.

##### **3. Travel Expenses**

Mileage and other travel expenses to be fully reimbursed.

##### **4. Other Expenses**

We will meet the reasonable expenses for books, subscriptions, courses, and conferences which will include the Liberal Judaism Biennial Conference and the annual Rabbinic Kallah.

##### **5. Mobile Phone**

We will either provide a mobile phone for work use or will contribute a reasonable proportion of the cost of running a mobile phone, used for work purposes.

##### **6. Pension**

The Synagogue will contribute the equivalent of 10% of your gross salary to the SPS NEST pension scheme or a scheme of your choice. Your contribution will be expected to be a minimum of 5%.



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

## **Rabbinic Team -Recruitment Pack – 2024**

### **Position: Rabbi – Education, Family & Youth**

---

#### **8. Holidays**

Holiday entitlement will follow the LJ recommended guidance and will depend on the agreed hours to be worked. If you have less than 8 years service in the Rabbinate, and assuming a full-time position, your holiday entitlement will be based on 20 days plus 8 bank and public holidays. Where such bank and public holidays fall on festival or holiday days, as observed by Liberal Judaism, time off in lieu will be offered to you.

If you have between 8 and 12 years service (and again, assuming a full time position), you will be entitled to 5 additional days holiday. If you have over 12 years service in the rabbinate, you will be entitled to a further 5 days for a full time position.

#### **9. Sabbatical**

The purpose of sabbatical leave is for study, personal development or other activity consistent with the practices and guidelines of the Conference of Liberal Rabbis and Cantors (or future equivalent body).

Entitlement to sabbatical leave will accrue on the basis of one month per full year of service. You will be entitled to take a sabbatical of up to 3 months after 3 years of continuous service. The time taken will be deducted from your full 6-month entitlement (each 6 years). Sabbatical leave with full pay is in addition to your normal holidays. As part of the Rabbinic team, however we would expect some flexibility to ensure Rabbinic cover.



75 Chase Road : London N14 4QY 020 8886 0977  
office@sps.uk.com : sps.uk.com

## **Rabbinic Team -Recruitment Pack – 2024 Position: Rabbi – Education, Family & Youth**

---

### **F. Application & More Information**

If you are interested, please:

- a. Complete the application form by clicking [here](#) **AND**
- b. Provide your CV and a description of why you consider yourself suitable for the role and the unique attributes that you can bring to our community and send it to one of the contacts below:

**Rabbi Danny Rich**

Senior Rabbi – Southgate Progressive Synagogue

[dannyrich@sps.uk.com](mailto:dannyrich@sps.uk.com)

**07960 741 128**

**Or**

**Mark Shaw**

Chair – Southgate Progressive Synagogue

[chair@sps.uk.com](mailto:chair@sps.uk.com)

**07711 316 474**

If you would like to discuss any aspect of the role in more detail before submitting your application, please telephone Rabbi Danny Rich on the above number.

**Closing Date: Friday 5<sup>th</sup> July 2024**

Version 1.4  
MHS  
05.06.24