



HOLOCAUST
MEMORIAL
DAY TRUST

LOCAL GOVERNMENT HMD OFFICER JOB DESCRIPTION

Reporting to	HMD Development Manager
Location	Vauxhall, central London
Starting salary	£29,504 per annum
Salary scale	£29,504 to £33,706 per annum
Annual leave	25 days per annum pro rata
Hours	35 hours per week (part time may be considered for the right candidate) Office hours 9am – 5pm, Monday to Friday with some flexibility Occasional hours outside of these will be necessary for which TOIL will be granted

We are an equal opportunities employer and pride ourselves on working with a diverse team.

Job Purpose and Role

Increase the number of Holocaust Memorial Day (HMD) activities that are organised or supported by local government. Support new and existing local community organisers/organisations to hold HMD activities.

Main Responsibilities

1. Maximise the reach and impact of HMD activities organised or supported by local government
2. Establish and maintain relationships with relevant local government representatives
3. Develop, deliver and evaluate a plan and programme of work for optimising local government HMD activities
4. Capture, record and analyse local government and community organisation data about HMD activities
5. Identify opportunities for maximising future activities and impact
6. Produce reports, including for specific projects with financial and statistical data about activities undertaken, and present to colleagues and Trustees.
7. Work closely with colleagues in HMDT and contribute to cross-departmental activities
8. Contribute to supporting new and existing HMD activity organisers

Person Specification

- A. Experience of working with local government to achieve specific goals and outcomes
- B. Relationship building, networking and influencing skills
- C. Plans and organises own work and manages own time under pressure
- D. Experience of data handling, analysis and reporting
- E. Uses initiative to get things done and achieve organisational goals
- F. Strong verbal and written communication skills
- G. Collaborative and team player
- H. Understanding of the charitable sector and its links to local government

This job description is intended as a guide to the main responsibilities of the role, not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to the grade that are not listed above. HMDT examines and updates job descriptions periodically to ensure they relate to the role being performed.

All staff are required to support key activities such as attending HMD events therefore using annual leave in peak periods may be restricted.