

Events Officer – Part time

Recruitment Pack February 2021



February 2021

Dear Applicant,

Application for the post of Events Officer (part time).

Thank you for your interest in this post. Below you will find further information about the application process and the Holocaust Memorial Day Trust (HMDT).

Application Process

We will select people to interview using the information you provide in your CV and a cover letter of no more than two pages addressing the following points:

1. Why do you want to work at HMDT?
2. Why do you want the role?
3. How do you meet the person specification?

It is important you demonstrate your ability to undertake the role by providing evidence against the **person specification** as we will select people to interview using the information you provide in your **cover letter**. The application pack is available to download **from our website**: hmd.org.uk/vacancies

We are an equal opportunities employer and actively seek to work as a diverse team. We highly welcome applications from BAME and disabled candidates.

The deadline for applications is **9am on Monday 22 March 2021**. Please send your CV, cover letter and monitoring form by email to recruitment@hmd.org.uk. Please note we will **only accept applications by email**.

Interviews are scheduled to take place on **Tuesday 30 March 2021**. All successful short-listed applicants will be notified of interviews by **5pm on 23 March 2021**.

If you would like to discuss any aspect of this role or the application process please contact Ms Asel Guillot, on 020 7785 7029.

If you have any access requirements, please notify us in advance and we will do all we can to accommodate you.

About Holocaust Memorial Day and Holocaust Memorial Day Trust

Holocaust Memorial Day Trust (HMDT) encourages remembrance in a world scarred by genocide. We promote and support Holocaust Memorial Day (HMD) – the international day on 27 January to remember the six million Jews murdered during the Holocaust, the millions of people killed under Nazi Persecution and in subsequent genocides in Cambodia, Rwanda, Bosnia and Darfur.

27 January marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp.

The Holocaust threatened the fabric of civilisation, and genocide must still be resisted every day. Our world often feels fragile and vulnerable and we cannot be complacent. Even in the UK, prejudice and the language of hatred must be challenged by us all.

HMD is for everyone. Each year across the UK, thousands of people come together to learn more about the past and take action to create a safer future. We know that as a result they learn more, empathise more and do more.

Together we bear witness for those who endured genocide, and honour the survivors and all those whose lives were lost or changed beyond recognition.

Best wishes,

A handwritten signature in black ink that reads "Olivia Marks-Woldman". The signature is fluid and cursive, with the first name "Olivia" written in a larger, more prominent script than the last name.

Olivia Marks-Woldman
Chief Executive

PO Box 61074
London
SE1P 5BX

020 7785 7029
recruitment@hmd.org.uk

Reporting to	Head of Communications
Location	Vauxhall, central London
Salary	£16,570 (FTE £27,449)
Annual leave	25 days annual leave (pro rata to 15 days)
Hours	21 hours per week Office hours 9am – 5pm, Monday to Friday with some flexibility – to be agreed. Occasional hours outside of these will be necessary for which TOIL will be granted

We are an equal opportunities employer and aim to work with a diverse team.

Role

To coordinate planning for Holocaust Memorial Day Trust's events, including the flagship UK Ceremony for Holocaust Memorial Day in January each year. To ensure that a wide range of stakeholders are reached, working sensitively to achieve the maximum impact possible.

Main duties

- Lead on the planning and logistics for the annual UK Ceremony for Holocaust Memorial Day, with support and supervision from the Head of Communications
- Liaise with agencies on behalf of HMDT, like the events management company and the production company for the Ceremony
- Support the Head of Communications on the development of content for the annual UK Ceremony for HMD
- Deliver a range of events throughout the year, including launches, receptions and online events

General

- Work as part of the HMDT team to realise the charitable aims and Holocaust Memorial Day Trust organisational strategic plan
- To undertake any other duties which may reasonably be requested

Person specification

- Extensive experience in project management
- Experience of developing creative content
- Experience of working with high-profile individuals
- Highly organised and ability to prioritise effectively
- Ability to work under pressure and meet tight deadlines
- Strong interpersonal, verbal and written communication skills
- Ability to work sensitively with stakeholders
- Ability to work independently and part of a team
- An interest in and commitment to the values of HMDT
- Understanding of and commitment to diversity and inclusion