

# Senior Communications Officer (Key Stakeholder Engagement) Recruitment pack August 2021



HOLOCAUST  
MEMORIAL  
DAY TRUST

August 2021

Dear Applicant

## **Application for the post of Senior Communications Officer (Key Stakeholder Engagement) – full-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 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 of meeting the person specification.

We anonymise all recruitment applications, so please ensure that your cover letter and CV **do not contain your name, gender, ethnicity or religious background**. If included, this information will be removed prior to shortlisting.

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 **Wednesday 15 September 2021**. To apply, please send your CV, cover letter and [monitoring form](#) by email to [recruitment@hmd.org.uk](mailto:recruitment@hmd.org.uk). Please note we will **only accept applications by email**. Previous applicants do not need to re-apply.

Interviews dates are **23 & 27 September 2021**. All successful short-listed applicants will be notified of interviews by **Thursday 16 September 2021**.

If you would like to discuss any aspect of the role or the application process, please contact our Head of Communications Asel Guillot, on [asel.guillot@hmd.org.uk](mailto:asel.guillot@hmd.org.uk).

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

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### 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,



Olivia Marks-Woldman OBE  
Chief Executive

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[recruitment@hmd.org.uk](mailto:recruitment@hmd.org.uk)

# Senior Communications Officer(Key Stakeholder Engagement) Recruitment August 2021

<b>Reporting to</b>	Head of Communications
<b>Location</b>	Vauxhall, central London
<b>Salary</b>	£32,357
<b>Hours</b>	35 hours per week – open to part time / reduced hours for the right candidate  Office hours 9am – 5pm, Monday to Friday with some flexibility (including regular working from home)  Occasional hours outside of these will be necessary, for which TOIL will be granted  This role is currently working from office 1 day a week, and will increase to 2 days in the office per week from November 2021.
<b>Benefits:</b>	Annual leave of 25 days (increase with length of service up to maximum of 30 days), plus bank holidays  Workplace pension after 3 months with 5% employer contribution  Employee assistance programme

## Role

To lead on Holocaust Memorial Day Trust's (HMDT) strategic engagement with high profile stakeholders, increasing their understanding of and involvement in, Holocaust Memorial Day (HMD) and HMDT.

## Main Duties & responsibilities

- Working with the Head of Communications, create and drive the programme of strategic engagement with opinion-formers and high-profile stakeholders (e.g. parliamentarians, celebrities) across the UK.
- Develop and implement a programme of opinion-formers and high-profile stakeholders to engage with local HMD activities, working closely with the Outreach team.
- Ensure opinion-formers and high-profile stakeholders are aware of HMD and understand its relevance and importance as the day of national significance, e.g. create relevant materials
- Ensure opinion-formers and high-profile stakeholders are aware of HMDT and understand our work, brand, theme and key symbolism (e.g. the purple flame)
- Create meaningful relationships with key UK and devolved administration parliamentarians and their offices
- Identify and develop relationships with All Party groups relevant to HMD
- Monitor relevant policy developments, track the progress of bills and other relevant parliamentary activity; and ensure relevant HMDT staff are kept updated and respond to relevant developments

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## General

- Support the UK HMD Ceremony
- 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

- Excellent knowledge and understanding of the workings of the UK government and parliamentary procedures in both Houses
- Knowledge and understanding of political and parliamentary procedures in Scotland, Wales and/or Northern Ireland administrations (desirable)
- Strong track-record in public and parliamentary affairs
- Strong communication skills, both in person and in writing
- Ability to create and nurture working relationships at all levels
- Track record of influencing stakeholders at a senior level
- Sound analytical and fact-finding skills, with a strong ability to quickly identify and understand key issues
- Collaborative and team player