

Senior Outreach Officer Recruitment pack Aug21



August 2021

Dear Applicant,

Application for the post of Senior Outreach Officer (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 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**.

We anonymise all recruitment applications, please ensure that your cover letter and CV does not contain **your name, gender, ethnicity or religious background**. If included they 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 **Monday 27 September 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 05 October 2021**. All successful short-listed applicants will be notified of interviews by **Tuesday 28 September 2021**.

If you would like to discuss any aspect of this role or the application process please contact Paul Lautman, Head of Outreach 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.

Senior Outreach Officer

Recruitment pack August 2021

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.

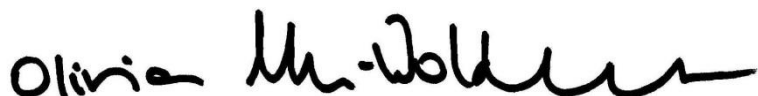
27 January marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp.

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
Chief Executive

PO Box 61074
London
SE1P 5BX

020 7785 7029
recruitment@hmd.org.uk

Senior Outreach Officer

Recruitment pack August 2021

Reporting to	Head of Outreach
Location	Vauxhall, central London
Salary	£31,426 – 35,919
Hours	Full time 35 hours per week, will consider part time 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
Benefits:	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 Employees assistance programme
Working arrangements	Currently the staff team is working remotely with 1 day in the office, and will be aiming to building up to 2 days a week in the office from November onwards.

HMDT welcomes applicants from a diverse range of backgrounds and strives to be an inclusive, diverse organisation.

Role

We are seeking for an individual to join the Outreach team and work to increase the number of Holocaust Memorial Day (HMD) activities that are organised or supported by local government, including new and existing local community organisations and to manage, co-ordinate and support a team of support worker.

Main Duties & responsibilities

- Maximise the reach and impact of HMD activities organised or supported by local government
- Establish and maintain relationships with relevant local government representatives
- Develop, deliver and evaluate a plan and programme of work for optimising local government HMD activities
- Capture, record and analyse local government and community organisation data about HMD activities
- To manage, co-ordinate and support a team of support workers (freelancers/part time employees) who promote HMD in specific sectors and/or regions and/or Nations,

Senior Outreach Officer

Recruitment pack August 2021

including overseeing data capture activities.

- Identify opportunities for maximising future activities and impact
- Produce reports, including for specific projects with financial and statistical data about activities undertaken, and present to colleagues and Trustees.
- Work closely with colleagues in HMDT and contribute to cross-departmental activities
- Contribute to supporting new and existing HMD activity organisers

General

- Support UK Ceremony as necessary.
- 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

- Experience of working with local government to achieve specific goals and outcomes
- Relationship building/networking skills and experience of working sensitively with a range of stakeholders,
- Experience of data handling, analysis and reporting
- Ability to take initiative and prioritise effectively
- Ability to work under pressure with meet tight deadlines
- Strong verbal and written communication skills
- Ability to work independently and as part of a team
- Experience of managing or supervising others (desirable)
- Knowledge of the Holocaust, Nazi Persecution or recent genocides (desirable)
- Knowledge of the voluntary and / or community sector in the UK (desirable)

This job profile 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 profiles periodically to ensure they relate to the role being performed.

All staff are required to support key activities such as the national ceremony in January, therefore annual leave is not permitted in the month of December and January (except over the Christmas festive period).