

# Senior Public Affairs Officer Recruitment pack June 2022



HOLOCAUST  
MEMORIAL  
DAY TRUST

June 2022

Dear applicant

## Application for the post of Senior Public Affairs 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 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](http://hmd.org.uk/vacancies)

The deadline for applications is **9am on 5<sup>th</sup> of July 2022**. 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**.

Interviews are scheduled to take place on the **12<sup>th</sup> of July 2022** in person. If candidates are unable to make this date, we will do our best to accommodate a different date.

If you would like to discuss any aspect of the role or the application process, please contact HMDT at [recruitment@hmd.org.uk](mailto:recruitment@hmd.org.uk).

If you have any access requirements, please notify us in advance and we will do all we can to accommodate you. Please note that this role will be based in HMDT's office in central London, at least three days a week.

## Senior Public Affairs Officer

### About Holocaust Memorial Day and Holocaust Memorial Day Trust

Holocaust Memorial Day Trust 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 of other groups 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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[hmd.org.uk](http://hmd.org.uk)

# Senior Public Affairs Officer

<b>Reporting to</b>	Head of Communications
<b>Location</b>	Vauxhall, central London
<b>Starting salary</b>	£32,357
<b>Salary scale</b>	23
<b>Annual leave</b>	25 days per annum
<b>Hours</b>	35 hours per week Office hours 9am – 5pm, Monday to Friday with some flexibility. Minimum of 3 days in the office Occasional hours outside of these will be necessary for which TOIL will be granted

HMDT seeks to work inclusively and with a diverse team.

## Job purpose and 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

1. Working with the Head of Communications, create and deliver the programme of strategic engagement with opinion-formers and high-profile stakeholders across the UK
2. Develop and implement a programme for key stakeholders to engage with local HMD activities, working closely with the Outreach team
3. Ensure key stakeholders are aware of HMDT and understand our work, brand, theme and key symbolism (e.g. the purple flame)
4. Create meaningful relationships with key UK and devolved administration parliamentarians and their offices, including through relevant APPGs
5. Be alert to relevant sensitive external issues and lead any HMDT responses
6. Support Parliamentarians to engage with annual HMD events, both national and constituency, and record their involvement
7. Monitor relevant policy developments and political activity to ensure HMDT staff are kept updated, and respond where appropriate

## 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
- Undertake any other duties which may reasonably be requested

# Senior Public Affairs Officer

## Person specification

### Essential

1. Excellent knowledge and understanding of the workings of the UK government and parliamentary procedures in both Houses
2. Extensive experience in public and parliamentary affairs
3. Excellent political awareness, including of issues that are potentially sensitive
4. Strong communication skills, both in person and in writing
5. Ability to create and nurture working relationships at all levels
6. Track record of influencing stakeholders at a senior level
7. Sound analytical and fact-finding skills, with a strong ability to quickly identify and understand key issues
8. Collaborative and team player

### Desirable

- Knowledge and understanding of political and parliamentary procedures in Scotland, Wales and/or Northern Ireland administrations