

Events Officer / Senior Events Officer Recruitment pack June 2026



HOLOCAUST
MEMORIAL
DAY TRUST

June 2026

About us

Holocaust Memorial Day Trust brings people together across the UK to remember the Holocaust, learn from the past and challenge prejudice today.

Holocaust Memorial Day takes place on 27 January. We commemorate the six million Jewish men, women and children murdered during the Holocaust, and the millions more murdered under Nazi persecution. We also learn and commemorate where persecution led in Cambodia, Rwanda, Bosnia and Darfur.

Through national commemoration and year-round education, we protect the legacy of the Holocaust against denial and distortion, and help build a society rooted in empathy, understanding and respect.

The role

This is a rare and exciting opportunity to play a leading role in the planning and delivery of the annual UK Ceremony for Holocaust Memorial Day on 27 January – one of the UK's most significant national commemorative events.

The BAFTA-nominated UK National Ceremony brings together senior political leaders, survivors, faith leaders and communities from across the UK for a powerful moment of national reflection and remembrance.

You will play a central role in planning, developing content and delivering the UK Ceremony, working with survivors, speakers, performers, musicians and celebrities as well as managing an external events agency.

You will also lead the delivery of a varied events programme throughout the year.

If you enjoy combining creativity with meticulous delivery and want your work to have genuine national impact, we would love to hear from you.

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Who are we looking for?

Holocaust Memorial Day Trust is for everyone, and we are committed to building a team that reflects the diversity of our society.

We welcome applications from people of all backgrounds, identities and experiences, and particularly encourage candidates from communities that are underrepresented in our workforce, including people from minoritised ethnic backgrounds and disabled people.

We are especially interested in people who share our values - empathy, understanding and respect - and who are motivated to use remembrance and education to challenge prejudice and help build a more compassionate future.

Please note we are not in a position to sponsor visas so applicants should already hold a right to work in the UK. Applicants should also reside in the UK.

Application for the post of:

Events Officer / Senior Events Officer - full-time permanent role

Applying for the role

We will shortlist candidates based on a CV and a cover letter (maximum two pages) addressing the following:

- Why you want to work at HMDT
- Why you are interested in this role
- How you meet the person specification

Please send your CV and cover letter to recruitment@hmd.org.uk. Please note we will **only accept applications by email.**

In your cover letter, please show how you meet the person specification by **providing relevant evidence**, as this will be used to shortlist candidates for interview. You are also welcome to complete the optional Equality and Diversity [form](#) (password: HMDT) and include it with your application.

If you would like to discuss any aspect of the role or the application process, please call 020 7785 7029. If you have any access requirements, please let us know and we will do all we can to accommodate you.

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Job Description and Person Specification

Reporting to	Head of Communications
Direct reports	None
Location	Vauxhall, Central London
Starting salary	£33,237 - £35,033 (Officer) £36,425 - £40,824 (Senior Officer)
Salary scale	18-22 (Officer) 23-28 (Senior Officer)
Contract type	Permanent

Annual leave	25 days per annum (increase by 2 days after two years' service up to maximum of 5 additional days after 5 years of service)
Hours	35 hours per week full-time Office hours are 9am – 5pm Monday to Friday (with some flexibility including working from home) Core working hours/day are 10am – 4pm - Tuesday to Thursday (with some flexibility including working from home) Occasional hours outside of these will be necessary for which TOIL will be granted

You will be expected in the office a minimum of 3 days per week for the full-time role, rising to 4 days per week during the HMD period.

Job purpose and role

To lead the planning and coordination of the annual UK Ceremony for Holocaust Memorial Day – one of the UK's most significant national commemorative events. Working with colleagues, contributors and external partners, the role will shape engaging content, manage stakeholder relationships and ensure the Ceremony is delivered to the highest standard.

The postholder will also lead Holocaust Memorial Day Trust's wider programme of events throughout the year.

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Main Responsibilities

UK National Ceremony

- Lead the planning, coordination and delivery of the annual UK Ceremony for Holocaust Memorial Day, working closely with the Head of Communications
- Work with HMDT's event management and production agency to ensure the successful delivery of the Ceremony
- Coordinate planning timelines, schedules, meetings and project documentation to ensure all deadlines are met
- Work with colleagues and external partners to identify and develop compelling content for the Ceremony, including co-ordination of video production
- Develop guestlists and manage relationships with contributors, including survivors, speakers, performers, musicians, celebrities and other participants.
- Lead the coordination of contributor communications, scripts, briefing materials and event-day arrangements and rehearsals
- Draft and manage production of printed Ceremony Programme

Events Programme

- Lead the planning and delivery of HMDT's wider programme of events throughout the year
- Work collaboratively with colleagues across the organisation to support the successful delivery of events and stakeholder engagement activities
- Ensure all events are delivered professionally, effectively and within agreed budgets and timelines

General

- Undertake any other duties which may reasonably be requested
- Provide support and cover of duties across the wider Communications team where necessary
- Work as part of the HMDT team to realise the charitable aims and Holocaust Memorial Day Trust organisational strategic plan

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Personal Specification

Essential

- At least two years' experience in event management or a related role
- Experience planning and delivering events involving multiple stakeholders, contributors and suppliers
- Excellent organisational and project management skills, with the ability to manage multiple priorities at the same time
- Meticulous attention to detail and a commitment to delivering work to a high standard
- Strong interpersonal skills, with the ability to build positive relationships with a wide range of stakeholders
- Excellent written and verbal communication skills
- A creative thinker with the ability to contribute ideas that enhance audience engagement and event experiences
- Ability to work effectively under pressure and meet deadlines
- Strong IT skills, including Microsoft Office and database management systems, ideally Salesforce
- Ability to work sensitively and professionally with survivors and diverse communities.

Desirable

- Experience managing external agencies, suppliers or contractors
- Experience working with performers, speakers or talent for live events
- Experience producing event programmes or printed materials
- Experience coordinating video content projects
- Knowledge of the Holocaust and relevant contemporary prejudice issues

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.