

Faith Engagement Outreach Officer Recruitment pack March/April 2023



HOLOCAUST
MEMORIAL
DAY TRUST

March/April 2023

Dear Applicant,

Application for the post of Faith Engagement 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**. Please also consider completing the optional Equality and Diversity form found [here](#) (the password is HMDT) and submit with your application.

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 13 April**. 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 **25 April**. All successful short-listed applicants will be notified of interviews by **5pm on 18 April**.

If you would like to discuss any aspect of this role or the application process, please contact Joe Miller 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.

Faith Engagement Outreach Officer Recruitment pack March/April 2023

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 civilization, 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.

Please note that this role will support stakeholder relations with a number of key audiences for HMDT, including parliamentarians and civil servants, journalists, celebrities, donors and potential donors, to increase reach and impact.

Best wishes,



Olivia Marks-Woldman OBE
Chief Executive

PO Box 61074
London
SE1P 5BX

020 7785 7029

recruitment@hmd.org.uk

Faith Engagement Outreach Officer

Recruitment pack March/April 2023

Job Description and Person Specification

Reporting to	Head of Outreach
Direct reports	0
Location	Vauxhall, Central London
Starting salary	£30,079
Salary scale	18

Annual leave 25 days per annum (increase by 1 day after two years' service up to maximum of 5 additional days after 5 years of service)

Hours 35 hours per week
Office hours are 9am – 5pm Monday to Friday (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 three days per week, rising to four days per week during the HMD period.

HMDT seeks to work inclusively and with a diverse team.

Job purpose and role

To increase faith and interfaith communities', particularly minority faith communities, engagement with, and participation in, Holocaust Memorial Day (HMD).

Main Responsibilities

1. Increase the engagement with, and participation in, Holocaust Memorial Day from local and national faith and interfaith organisations, particularly those of minority faith communities, as well as individuals, through:
 - Developing and implementing workshops with faith leaders
 - Providing support and developing resources
 - Planning and managing outreach engagement projects together with colleagues
 - Building relationships
2. Capture and analyse data of faith and interfaith community participation in Holocaust Memorial Day
3. Work with and support the rest of the Outreach team as required

Faith Engagement Outreach Officer

Recruitment pack March/April 2023

Personal Specification

- Proven experience of working alongside and engaging with different faith communities at both a national and local level
- Solid track record of developing and maintaining stakeholder relationships to achieve organisational strategies and objectives
- Deep knowledge and understanding of at least one minority faith community in the UK, such as the Muslim, Sikh, or Hindu communities.
- Experience of using a variety of different media channels to reach and influence different communities
- Project management experience, particularly managing community engagement projects

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.

What does success look like in this job?

- People know more about the Holocaust, Nazi persecution of other groups and of more recent genocides
- Increase in the number of faith and interfaith communities and organisations marking HMD
- Increase in the number of all faith communities marking HMD
- Develop a resource offer and/or engagement project that has reach and impact within the faith and interfaith organisations