

Senior Public Affairs Officer Recruitment pack July 2024



HOLOCAUST
MEMORIAL
DAY TRUST

July 2024

Dear Applicant,

At **Holocaust Memorial Day Trust**, we are building a diverse and inclusive team to support our core goal of “learning from genocide to build a better future”.

We engage with communities of all faiths and backgrounds to educate on and commemorate the Holocaust and recent genocides.

How do we do that?

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 recent 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.

Who are we looking for?

HMD is for everyone so **Holocaust Memorial Day Trust** is for everyone too. We deliver with a team of diverse faiths, backgrounds and experience. We aim to be a diverse and inclusive organisation and we strongly welcome applications from BAME and disabled candidates.

Most of all, we want people of all backgrounds who are passionate about our goals and want to work towards a world without identity-based violence.

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.

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Application for the post of Senior Public Affairs Officer (part time) – The Process

Below you will find further information about the application process and the Holocaust Memorial Day Trust (HMDT).

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.

The deadline for applications is **9am on Monday 22 July 2024**. 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 **week starting 5 August 2024**. All successful short-listed applicants will be notified of interviews by **5pm on 30 July 2024**.

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

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Job Description and Person Specification

Reporting to	Esther Selman
Direct reports	0
Location	Vauxhall, Central London
Starting salary	£19,900 (£33,167 FTE)
Salary scale	23

Annual leave 25 days per annum pro rata to 15 days. Increase by 1 day (pro rata) after two years' service up to maximum of 5 additional days after 5 years of service.

Hours 21 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 50% of your working week, rising to 80% per week during the HMD period. 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 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. Data capture of HMD activities held by MPs and other relevant stakeholders.
4. Ensure key stakeholders are aware of HMDT and understand our work, brand, theme and key symbolism (e.g. the purple flame)
5. Create meaningful relationships with key UK and devolved administration parliamentarians and their offices, including through relevant APPGs
6. Be alert to relevant sensitive external issues and lead any HMDT responses.
7. Support Parliamentarians to engage with annual HMD events, both



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- national and constituency, and record their involvement
8. Monitor relevant policy developments and political activity to ensure HMDT staff are kept updated and respond where appropriate.

General

- Support the UK HMD Ceremony.
- 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.

Personal Specification

1. Strong knowledge and understanding of the workings of the UK government and parliamentary procedures in both Houses
2. Strong 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
7. Sound analytical and fact-finding skills, with a strong ability to quickly identify and understand key issues
8. Collaborative and team player.

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.

Desirable

- Knowledge and understanding of political and parliamentary procedures in the devolved nations of the UK.