

Executive Assistant Officer Recruitment pack December 2024



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Dear Applicant,

At the **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 prejudice and systematic, targeted persecution. We bring people together to learn more, empathise more, and do more. We promote and support **Holocaust Memorial Day (HMD)** – the international day on 27 January to remember the 6 million Jews murdered during the [Holocaust](#), and millions more people murdered through the [Nazi persecution of other groups](#) and in the [more recent genocides recognised by the UK government](#). We also mark the genocide in [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 discrimination and persecution must still be resisted every day. Our world often feels fragile and vulnerable, and we cannot be complacent. Wherever it takes place, including in the UK, prejudice and the language of hatred must be challenged by us all.

HMD is for everyone. Each year across the UK, we bring people together to learn more about the past, empathise more with people today, and work to build a better future.

Together we bear witness for communities who suffered attempted annihilation and honour the survivors and all those whose lives were changed beyond recognition.

Who are we looking for?

HMD is for everyone, so the **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.

Application for the post of Executive Assistant Officer

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.

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**.

This is an open recruitment process, and we will appoint as soon as we identify an excellent candidate, please apply at the earliest opportunity.

If you would like to discuss any aspect of this role or the application process, please contact recruitment@hmd.org.uk or call 020 7785 7029.

Job Description and Person Specification

Reporting to	CEO / COO
Direct reports	0
Location	Vauxhall, Central London
Starting salary	£30,732 - 32,392
Salary scale	18-22

Annual leave 20-25 days per annum plus bank holiday. Increase by 1 day after two years' service up to maximum of 5 additional days after 5 years of service.

Hours 28-35 hours per week
Office hours are 9am – 5pm Monday to Friday, hybrid working with minimum 3 days in London office (Tuesday/Wednesday/Thursday) rising to 4 days per week during the HMD period
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 provide administrative and governance support to the Chief Executive (CEO) and the Trustees of the organisation. To provide support to the Chief Operating Officer (COO) and work with the Operational team.

Main Responsibilities

Support CEO

- Provide all necessary administrative and secretarial support for the CEO, including diary and meetings management
- Coordinate travel arrangements and prepare itinerary (national and international)
- Manage correspondence, reports, documents and undertake desk research as required
- Prepare presentations, briefings, and other materials for meetings and events
- Ensure follow-up on key actions and decisions arising from meetings or communications

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DAY TRUST

Governance support

- Arrange and manage Trustee and Committee meetings and away days including venue booking, preparation of agenda and papers, and minute taking
- Ensure all relevant trustee documents are signed and stored appropriately
- Act as first point of contact for trustees
- Coordinate trustee recruitment interviews and induction as required
- Support the Chief Operating Officer in maintenance of statutory systems relevant to a registered charity, e.g. register of Trustee
- Coordinate and manage any necessary follow-up actions from Trustee meetings
- Facilitate the preparation of the annual report and accounts for Trustees' approval

Other

- Provide secretariat support to various groups
- Provide support to the Operations team with enquiries management, administrative assistance and event organisation
- 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
- Reviewing and improving/developing governance processes and documentation.

Personal Specification

1. Experience of supporting and working with senior stakeholders
2. Computer literate (MS suite, SharePoint, Salesforce etc)
3. Ability to multi-task and prioritise effectively
4. Strong attention to detail
5. Strong verbal and written communication skills
6. Ability to work independently and as part of a team
7. Strong interpersonal skills and ability to build positive relationships with internal and external stakeholders
8. Absolute discretion and ability to handle confidential information with integrity
9. An interest in and commitment to the values of HMDT
10. Understanding of and commitment to diversity and inclusion

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.