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www.hmd.org.uk

April 2010

Dear Applicant

Application for the post of Administrator

Thank you for your request for the information pack for this post. Below you will find further information about the application process and about Holocaust Memorial Day Trust.

Application Process

We will select people to interview using the detailed information provided in your application form. It is therefore important you demonstrate your ability to undertake the role by providing evidence against the person specification.

You can download the job description and person specification and the application and monitoring forms in Word format from our website: <http://www.hmd.org.uk/about/vacancies/administrator>.

Interviews are scheduled to take place on Wednesday 2 June 2010. All short-listed applicants will be notified of interviews by 5pm on Tuesday 25 May 2010. If you do not receive an invitation to interview by the above time, regrettably, you should assume that you have not been successful on this occasion.

Deadline for applications is **12noon on Monday 17 May 2010**. Please send your covering letter/email, completed application and monitoring form by email to recruitment@hmd.org.uk
Please note we will **only** accept applications by email.

If you have any access requirements, please notify us in advance, we will do all we can to accommodate you.

About HMD/HMDT

Holocaust Memorial Day is a day for everyone. HMD provides you with the opportunity to reflect on the consequences of discrimination and exclusion and consider what we can do to play a part in creating a safer, better future for us all.

HMD -27 January - is the international day of remembrance for the victims and survivors of the Holocaust, Nazi persecution and subsequent genocides in Cambodia, Bosnia, Rwanda and Darfur.

HMD exists so that we can learn the lessons of the past in order to celebrate and value the differences between us.

It is our shared responsibility to remember those whose lives have been wasted through the evils of racism and discrimination, to honour survivors of the Holocaust and subsequent genocides and to take action to protect the civil and human rights of everyone in our communities and across the world.

Each summer we announce an annual theme for HMD which provides a unified and clear message for HMD and free resources which will assist with organising a HMD event in communities or schools.

We produce free resources including posters, handouts and a short film to use at events or as part of a classroom activity. We have a bespoke education website <http://education.hmd.org.uk> which contains a large variety of engaging and inspiring resources, covering all subject areas and across all age ranges. We have survivor testimonies, podcasts, artwork and more free information on our website www.hmd.org.uk.

With a combined total of 17 years of experience in advising on HMD commemorations, the HMDT team help in planning events through our free advice service and workshops.

Individuals and groups across the country hold HMD events - from a simple candle lighting ceremony to a full day activity. Since 2006 the number of HMD events held in the UK has increased by 48%, and we receive over half a million visitors to our website each year.

The Holocaust Memorial Day Trust (HMDT) is a national charity founded in 2005. Our vision is that the Holocaust, Nazi persecution and subsequent genocides in Cambodia, Bosnia, Rwanda and Darfur are remembered; that victims are commemorated and that lessons learned are translated into contemporary action in the UK.

Best wishes

A handwritten signature in black ink that reads "Hurst". The signature is written in a cursive style with a large, looping initial "H" that extends downwards and to the left.

James Hurst
Operations & Information Manager
0845 838 1883