

Outreach Coordinator Job Description

Role: To engage new audiences to participate in Holocaust Memorial Day in the UK. To work as part of the HMDT team to realise the charitable aims of the Trust

Main Responsibilities

- Increase the number of events held in the UK to mark HMD through outreach and engagement.
- To provide advice to a range of organisations, including a broad range of community groups on how to commemorate HMD.
- Maintain relationships with existing event organisers.
- Promotion and delivery of HMDT workshops and resources to new and existing event organisers.
- Development of resources to promote HMD, working internally and with outside suppliers and stakeholders.
- Increase the engagement of new HMD event organisers by developing new initiatives which complement existing work.
- Creating and updating progress reports detailing the engagement of new audiences.
- To participate fully in the production of HMD resources.
- To develop a strategy to maintain a high take up of HMD commemorations for HMD 2011 and beyond.
- To act as an ambassador for HMD to internal and external colleagues and stakeholders.
- To undertake other tasks as may reasonably be requested.

Salary:

£25,000 - £30,000 (including London weighting and dependent on experience)

Hours:

This is a full time post. There will be a probationary period for this post of six months. The working week comprises a total of 35 hours. Office hours are 9am-5pm, Monday to Friday. This post will require the need to travel within the UK. Occasional extra hours, which may fall on evenings or at weekends, will be necessary, for which time off in lieu may be granted. The Outreach Coordinator reports to the CEO.

Annual leave: 25 days per annum

Outreach Coordinator Person Specification

Criteria	E or D	S or I
Knowledge		
Knowledge of Microsoft Word, Excel, PowerPoint, databases and electronic diary management.	E	S/I
An understanding of how to reach a large range of audiences and organisations.	E	S/I
Demonstrable knowledge of social inclusion.	D	S/I
An understanding of and commitment to Equal Opportunities.	E	I
Skills		
Able to show initiative, prioritise, carry out and take responsibility for completing tasks independently.	E	I
Adopts a positive attitude and able to communicate with others courteously on routine matters and willing to assist others when busy.	E	I
Excellent communication skills, both in person and in writing. Ability to deal confidently and courteously with members of the public, colleagues and others.	E	S/I
Able to work under pressure on occasions to achieve deadlines.	E	S/I
Able to inspire and engage people with a particular topic	E	I
Excellent attention to detail.	E	S/I
Experience		
Experience of presenting to large groups or leading discussion groups.	D	S/I
Experience of developing and sustaining good working relationships with the community, voluntary, statutory and private sectors.	D	S/I
Experience of developing projects and project management.	E	S/I
Experience of working as part of a team.	D	S/I
Qualifications		
No specific qualification needed		
Qualities		
Adaptable and flexible.	E	I
Ability to motivate or persuade others to participate in a campaign.	E	I
Interest and willingness to learn about the Holocaust and subsequent genocides and human rights.	E	S/I
Drive and enthusiasm for outreach work.	D	S

E = essential criteria

D = desirable criteria

S = short listing criteria

I = interview criteria