



Outreach Officer Job Description

Role: To encourage new audiences to hold events/activities for Holocaust Memorial Day in the UK. To work as part of the HMDT team to realise the Strategic Plan and charitable aims of HMDT.

Main Responsibilities

- encouraging new and existing activity organisers to hold HMD activities
- to deliver the Arts and Sports Programme

Involve

- provide advice to a range of organisations, including a broad range of community groups and educators on marking HMD
- maintain relationships with existing activity organisers and educators
- working with others to implement and deliver the Outreach Programme
- liaise with regional and national outreach networks

Develop

- to identify and encourage new groups and organisations to participate in HMD
- to participate in the production and promotion of HMD resources
- to input into the Outreach Programme

Campaign

- to assist in producing exceptional, innovative and creative engagement experiences and campaign materials
- to promote these experiences and materials
- to act as an ambassador for HMD and promote our work to internal and external colleagues and stakeholders

Evaluate

- evaluate relevant projects against strategies and vision
- report on progress of engaging new audiences
- ensure quality assurance measures are adhered to

Other

- to undertake other tasks as may reasonably be requested

Salary:

£20,000 (including London weighting)

Hours:

This is a full time post. There will be a probationary period for this post of three 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 Officer reports to the Outreach Co-ordinator and Head of Operations.

Annual leave: 25 days per annum

Outreach Officer Person Specification

Criteria	E or D	S or I
Knowledge		
Knowledge of Microsoft Word, Excel, PowerPoint, databases and electronic diary management.	E	S
An interest in learning how to reach a large range of audiences and organisations.	E	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	S/I
Adopts a positive attitude and has a willingness to help others when busy.	E	S/I
Excellent oral communication skills, both in person and on the phone.	E	I
Excellent written communication skills, both in email and preparing external materials.	E	S/I
Ability to deal confidently and courteously with members of the public, colleagues and others.	E	S
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
Experience		
Experience of working with or liaising and networking with a large range of organisations.	E	S/I
Experience of developing projects and evaluating projects.	D	S/I
Experience of working as part of a team.	D	S/I
Qualifications		
No specific qualification needed		
Qualities		
Adaptable and flexible.	E	I
Interest and willingness to learn about the Holocaust and subsequent genocides and human rights.	E	S/I
Enthusiasm and passion for work in arts and sports sectors.	E	S/I
Drive and enthusiasm for outreach work.	D	S

E = essential criteria

D = desirable criteria

S = short listing criteria

I = interview criteria