

Holocaust Exhibition and Learning Centre Recruitment Pack: Learning Manager

Introduction

The Holocaust Survivors' Friendship Association (HSFA) is seeking to appoint an experienced Learning Manager to develop and manage the delivery of formal and informal education programmes for our new Holocaust Exhibition and Learning Centre. The Centre opened in September 2018 at the University of Huddersfield.

The Holocaust Exhibition & Learning Centre

The Centre was created in partnership with the University of Huddersfield and opened to the public on 17 September. It is located in the Schwann Building at the heart of the university campus. There are three elements to the Centre: an exhibition, a learning and events space, and a growing collection of artefacts and documents. The HSFA intends to apply for Museum Accreditation for the Holocaust Exhibition and Learning Centre during 2019. We have created a new website as part of our HLF project which will launch in two phases, with phase 1 going live during October at www.holocaustlearning.org.uk. Our existing website can still be accessed via that link.

The Centre was funded with a grant of £600,000 from the Heritage Lottery Fund with further funding from the Pears Foundation, The Association of Jewish Refugees, the Toni Schiff Memorial Fund and the Wolfson Family Trust. The HLF grant expires in Summer 2019. HSFA is actively seeking revenue support but self-generated income, including from the learning programme, is a significant component of our financial sustainability going forward.

The exhibition *Through Our Eyes*

Through Our Eyes is a new exhibition about a group of children and young people who survived Nazi persecution across Europe in the 1930s and 1940s. They came to the north of England as refugees or survivors of the Holocaust, settled and made new lives here.

Through Our Eyes is an interactive exhibition with multimedia content. Visitors will see poignant personal photos of the survivors and their families and their original artefacts and documents, together with an original prisoner uniform and other artefacts from the concentration camps at Buchenwald and Mittelbau-Dora. The survivors tell their stories of discrimination, persecution, escape, hiding, ghettos, forced labour, concentration camps and liberation through filmed testimony on six interactive touchscreens. Text and images puts their experiences in context, supported by animated maps and an immersive audio-visual experience driven by survivor testimony. There is a reflective space at the end of the

exhibition where visitors can find out about the survivors' experiences of rebuilding their lives in the UK and explore a digital memorial to local families.

The exhibition is currently open from Monday to Thursday, 10am – 5pm, and on Fridays from 10am – 1pm. We expect to be able to extend our opening hours as our programmes and events develop.

The learning programme

The learning programme will be delivered from our Learning Centre, located alongside the exhibition. We have a dedicated classroom space that can seat 40-60 people depending on layout and a large open flexible space that will provide a meeting and gathering place for schools and additional workshop space. We plan to develop this area for conferences, temporary exhibitions, performances and events.

HSFA's temporary Learning Manager has developed a range of workshops for children and young people based around the exhibition content and designed to address the subjects of the National Curriculum, Citizenship and SMSC at Key Stage 2 and above. The workshops provide opportunities to consider shared values and the need to build resilience to extremism in all its forms. There are six workshops that incorporate time in the exhibition space, a related practical workshop, interaction with documents, images and objects, opportunities for reflection and a call to action.

Each *Through Our Eyes* workshop provides opportunities not just to explore an important historical period and significant events, but also to debate and respond to contemporary issues of extremism, hate crime, prejudice and discrimination, raising young people's awareness and understanding by relating the survivors' experiences to modern scenarios.

We now wish to appoint a permanent Learning Manager to deliver, refine and develop this programme, and to create new sustainable learning offers including informal learning opportunities for young people and an offer for FE and HE institutions. This will involve developing the HSFA's key relationships with regional, national and international partners.

The Collection

HSFA has a small but growing collection of original archive documents, photographs and artefacts that document the experiences of Holocaust refugees and survivors and their families in pre-war Europe, during the Holocaust, and their lives afterwards in the north of England. Over the past 20 years HSFA has commissioned oral history interviews and has a digital archive of about 70 audio and 20 filmed interviews of refugees and survivors. We also have an extensive digital archive of over 1,000 images and documents that have been scanned from original images and documents belonging to families. HSFA works with a freelance oral historian and archive officer to develop the digital archive, including relevant copyright permissions.

We are working with the University's Heritage Quay archive service to provide a secure and accessible home for our collection and plan to fundraise to employ professional staff to

properly catalogue and develop it. The collection is a significant resource for learning, research and commemoration.

The Holocaust Survivors' Friendship Association

In 1996 a small group of Leeds-based Holocaust survivors and refugees came together in the spirit of friendship and mutual support to create the Holocaust Survivors' Friendship Association. For many this was the first time they had spoken out about their experiences of the Holocaust.

Over the next 20 years this committed and dedicated group worked with tens of thousands of people, sharing their most harrowing and distressing experiences so that future generations can learn about the dangers of intolerance and the ease with which prejudice can lead to genocide. HSFA has worked with many partner organisations to develop learning resources, events and other opportunities for people to find out about our survivors' experiences, using that knowledge to promote understanding and tolerance.

In 2018 the HSFA began a new chapter in its development with the launch of the Holocaust Exhibition and Learning Centre in partnership with the University of Huddersfield. Our aim is to preserve the memory, testimony and records of the Holocaust survivors based in Yorkshire for research, teaching and learning. We use the lessons from our members' experience to work towards a more tolerant society in which difference and diversity are celebrated. We also continue to provide friendship and support to Holocaust survivors.

HSFA is a registered charity and a company limited by guarantee. It is governed by a Board of Trustees chaired by Lilian Black.

Job Description

Main Purpose of the role

We wish to recruit an experienced Learning Manager to take responsibility for delivering and developing an innovative, inspiring formal and informal learning programme for young people and adults based on the stories and resources in our collection.

The Learning Manager will be responsible for organising and delivering programmes through a team of facilitators, developing external partnerships in support of our aims and planning for future sustainability. The learning programme needs to be financially sustainable into the future.

Core responsibilities

Development

- To deliver, monitor, evaluate and develop the schools programme at the HELC, ensuring that it is delivered to a high standard and meets the needs of teachers and students
- To create online learning resources based on the HSFA's collections to support pre- and post-visit learning in the classroom and drive visits to the Centre
- To proactively develop the Centre's learning offer to FE and HE institutions
- To develop the Centre's offer for young people aged 11-24, working with partner agencies and organisations to create sustainable models for working with young people
- To monitor and develop the financial sustainability of the learning programme, working with the HELC Director to develop realistic pricing strategies and new income streams
- To initiate and contribute to funding bids in line with the HELC's fundraising strategy
- To ensure sustainable development and innovation in the learning programme, proactively seeking new opportunities and using ongoing evaluation and consultation with target audiences to drive improvement.

Marketing

- To work with the HELC Administrator, Director and external agencies to develop school marketing materials and devise effective ways of promoting the Centre's offer to schools
- To deliver regular INSET and twilight workshops for local teachers to showcase and promote the Centre's offer
- To contribute to the Centre's audience engagement on social media, in line with relevant policies and guidelines.

Management

- To manage and develop a team of facilitators, ensuring that staff are skilled, confident and motivated so that learning programmes are delivered to a consistently high standard
- To liaise with administrative staff to ensure that the Centre's booking systems run smoothly, providing accurate information and ensuring a trouble free experience for visiting schools
- To recruit and manage freelancers and contractors where necessary to fulfil the needs of the project
- To manage delegated budgets
- To work alongside the Centre's volunteers, directing and supervising the work of volunteers as appropriate
- To share responsibility for monitoring the upkeep and maintenance of the 'Through Our Eyes' exhibition, notifying the Centre Director immediately of any issues.

Reporting

- To liaise with colleagues to collect and collate both qualitative and quantitative data about the learning programme's impact and effectiveness for reporting purposes
- To produce clear and concise written reports for audiences including major funders and the HSFA Board of Directors.

Delivery

- To deliver workshops / programmes to audiences where necessary, for example testing and evaluating new approaches or holiday and sickness cover.

Other duties

- To provide occasional cover for the HELC reception desk if necessary
- To participate in training and other learning activities as required
- To carry out all duties having regard to an employee's responsibility under the HSFA's Health and Safety Policy
- To act in accordance with HSFA's Equality and Diversity policy at all times
- To undertake any other duties consistent with the grade of the post that may be required.

This role may require occasional evening and weekend working for which time off in lieu will be given.

Person Specification

Qualifications	
Educated to degree level in a relevant subject Postgraduate teaching qualification	Essential Desirable
Knowledge	
General knowledge and understanding of the Holocaust, with a willingness to develop further expertise	Essential
In depth understanding of what makes an effective out of school learning experience	Essential
Up to date knowledge of current pressures and priorities affecting primary and secondary schools	Essential
Skills and abilities	
Excellent written and verbal communication skills, including the ability to write for audiences at different ages and levels	Essential
Well-developed ICT skills, including social media and online engagement	Essential
Excellent organisational skills and experience	Essential
Ability to use own initiative and prioritise and manage own workload, particularly when under pressure	Essential
Proven ability to work as part of a team	Essential
Financial acumen and an awareness of sustainable business planning in a heritage context	Essential
Experience	
Substantial experience of creating innovative learning programmes for primary and/or secondary school students using original historical materials	Essential
Demonstrable experience of working in partnership to achieve outcomes	Essential
Experience of marketing to schools	Essential
Experience of creating and delivering teacher professional development programmes	Desirable
Experience of working with museum and/or archive collections	Desirable
Personal attributes	
An adaptive and flexible approach to work, including the willingness to work evenings and weekends when required.	Essential
Personal resilience, particularly the ability to work with challenging and difficult subject matter	Essential
Must share the values of the HSFA and have a demonstrable commitment to equality and diversity.	Essential

How to Apply

Application is by CV and covering letter. Please state your motivation for applying for this role, outline relevant experience and demonstrate how you meet the person specification for this role. Please provide contact details for two referees.

Applications should be submitted by email to e.king@hud.ac.uk by 5pm on Monday 29th October 2018. Please include the words 'Learning Manager' in the subject line of your email.

Interviews will be held on 5th and 6th of November in Huddersfield. Shortlisted candidates will be notified by Wednesday 31st October.

Terms and conditions of service: Learning Manager

Duration

This is a permanent position.

Probationary period

Appointment is subject to successful completion of a six month probationary period.

Salary

The salary for this post is £30,000 per annum. There is an employer pension contribution of 5% of salary.

Hours of work

The position is full time (37.5 hours per week).

Flexible working

The HSFA operates a flexi time system. Working patterns will be agreed with the successful candidate. Occasional evening and weekend work will be required for which time off in lieu will be given.

Location

The role is located in the Holocaust Exhibition and Learning Centre's office on the Huddersfield University campus.

Reporting

This post reports to the Holocaust Exhibition & Learning Centre Director.

Annual leave

The annual leave entitlement is 25 days per annum plus public holidays.

Period of notice

The period of written notice required for you to terminate this post is 1 month. The HSFA will give you 1 month's notice of termination.

Pension

You will be enrolled into the HSFA's pension scheme on the first day of employment. You may opt out of the pension scheme by request.

Disclosure & Barring Service

This role is subject to Disclosure requirements.