**United Synagogue
Willesden Jewish Cemetery 'House of Life’**

## Staff Recruitment for HLF-funded Heritage Project at Willesden Cemetery 2018-21

## Administrator/Volunteer Coordinator, “House of Life”, Willesden Cemetery

**Background**

The United Synagogue (US), the UK’s largest synagogue body, is embarking on a three-year conservation and community engagement project at its Victorian cemetery in the London Borough of Brent, supported by a Heritage Lottery Fund grant.

**The Project**

Willesden Jewish Cemetery is London’s pre-eminent Victorian Jewish cemetery, the only Jewish cemetery in England to be Registered as a Park or Garden of Special Historic Interest. It is an active burial ground, but largely unknown outside the Jewish community.

The US wants to open Willesden Cemetery as a heritage site to the public, for people of all backgrounds to visit, learn, contribute and value it as an important part of shared British and Jewish heritage. It has hundreds of memorials to some of the most notable individuals from the community’s history as well as thousands of ordinary people.

A three-year project will make the 150-year history of the cemetery accessible to the public for the first time and develop audiences. It will create opportunities for people to engage with Willesden’s heritage, benefit from volunteering and training opportunities, and take part in outreach, guided walks, exhibitions, events and open days.

The project will refurbish and re-purpose historic buildings for heritage visiting; green the landscape, improve bio-diversity and conserve monuments. New interpretation of the cemetery’s stories will be introduced. A multi-faceted Activities programme will be delivered and evaluated.

The “House of Life” project has four strands:

1. To repair and upgrade the fabric of historic buildings, green the landscape and conserve graves, making the site safe and accessible to the public for years to come.

2. To refurbish and adapt The Lodge, Prayer Hall, Portico and former Mortuary into multi-purpose visitor welcome, interpretation and learning spaces. Interpretive media will explain the heritage of the site, histories of the British Jewish community, the lives of people buried there and Jewish burial custom.

3. Enable greater public access, engage with and inspire a wide range of people, including existing and new visitors, Jewish and non-Jewish, through guided tours, self-guided trails, exhibitions, formal and informal learning, events, volunteering and outreach.

4. Secure a sustainable future for the cemetery as a visitor destination as well as permanent Jewish burial ground, with a shift to significant volunteer involvement and partnership working.

**Requirements of all roles**

A successful candidate will:

* Be committed to the aims of the United Synagogue and act as an ambassador for it.
* Comply with policies, procedures of the United Synagogue.
* Maintain high levels of discretion and confidentiality at all times.
* Hold a valid and current enhanced Disclosure and Barring Service (DBS) certificate that is satisfactory to the United Synagogue.  Applicants should ensure they complete Part 2 of the Application Form appropriately.

This role description is not prescriptive; it outlines key tasks and responsibilities which are subject to change. Any changes will be made in consultation with the post holder.

**JOB TITLE: Administrator/Volunteer Coordinator, “House of Life”, Willesden Cemetery**

**WORKING HOURS:** Full-time, 3 years fixed term from early 2018. Six-month probationary period.

**LOCATION:** Willesden Cemetery, London NW10

**SALARY:** £23,000. This role is supported by a grant from the Heritage Lottery Fund.

**BENEFITS:** 20 days holiday, plus statutory bank holidays & Jewish festivals when they fall on your normal working day. Childcare Vouchers. Auto-enrolment pension.

1. **MAIN PURPOSE OF JOB**

The Administrator/Volunteer Coordinator will assist the Project Leader, Programme Manager and Capital Works Manager, “House of Life”, as well as consultants, volunteers and the wider US project team in successfully delivering the Willesden Cemetery “House of Life” heritage project.

##### **POSITION IN ORGANISATION**

Line managed by the Project Leader, “House of Life” and supports the day to day work of the whole project team including Programme Manager and Capital Works Manager.

##### **SCOPE OF JOB**

The Administrator will provide administrative, secretarial and logistical support to the project team, contributing to effective project management, and be responsible for supporting volunteers to carry out their parts of the project delivery.

##### **DUTIES & RESPONSIBILITIES**

* Provide administrative support to the staff team.
* Manage routine correspondence and preparation of information and support material for the wider project team, coordinating input from multiple sources to ensure the smooth delivery of the capital works and Activities implementation during the three-year project.
* Set up and manage routine and one-off meetings for the project team and professional consultant teams, volunteers, the Advisory Group, taking care of invitations and replies, venue bookings, refreshments, distribution of agendas and minutes and act as minute taker.
* Coordinate and manage volunteer team rotas and arrange their training. Support the Programme Manager and volunteer team leaders to recruit volunteers, establish volunteer teams and develop their input to the programme.
* Process invoices, orders and full-cost recovery information needed for payments from HLF and to draw down grant funding. Support the Project Leader in returning all information required for reports, updates and cases for support to HLF and other funders.
* Assist with the organisation and delivery of events and activities for the public.
* Support the marketing and publicity of events, activities, exhibitions, and key milestones in the project.
* Working with the staff team and volunteers, write and issue news releases, web copy, social media updates.
* Manage bookings for events and activities by the public.
* Maintain accurate, timely and complete record-keeping and version control of documents, designs, images, media coverage, photography and all material generated in the development of the programme. Provide updates to the project team and others as required.
* Collect and maintain evidence for evaluation of the project’s success. Support monitoring by the project evaluation consultant and other stakeholders as required throughout the project.
* Work alongside US and cemetery staff on daily management of heritage visitors and visitor facilities.
* Liaise with US Burials over diary planning for events, and with volunteer and guest contributors for any short-notice programme changes because of funerals.
* Any other duties commensurate with the post

**PERSON SPECIFICATION**

1. **QUALIFICATIONS AND EXPERIENCE**

**ESSENTIAL**

* Educated preferably to degree level, or with equivalent work experience.
* Proficiency in a wide range of computer programmes from the MS Office suite (Word, Excel spreadsheets, Powerpoint, Outlook, mail merge) to databases, social media, images and web copy.
* Experience of working with diverse volunteers preferably including outdoor volunteers.
* Experience of being a proactive team member, contributing to the success of wider team and organisational goals.

**DESIRABLE**

* Experience in marketing and events management
* Passion for history and heritage.
* Experience of HLF-supported heritage projects or capital works projects.
* Understanding and knowledge of orthodox Jewish custom and practice.

##### **SKILLS**

* Excellent writing and speaking skills, communicating appropriately with variety of people.
* Able to work fluently with cost, budget and forecast information.
* Able to plan, organise and carry through activities drawing on input from many people and sources.
* Good attention to detail.
* Able to work independently and use initiative or consult where appropriate.
* Ability to juggle workloads, prioritise and be flexible while meeting deadlines and working on different tasks at the same time.
* Proven experience of working in public/private projects involving diverse

 community groups

1. **QUALITY AND OPERATIONAL STANDARDS**
* Ensures that work produced is of a high standard and meets key performance indicators.
* Builds the credibility of United Synagogue to empower staff and managers to fulfil their roles effectively.
* Shares with others and within US and communicate success stories.
* Personally demonstrates the organisation’s values building trust with United Synagogue staff and members, the professional team, wider community and volunteers, and proactively contributing to the organisation’s success.

**Ends**