



United Synagogue Job Description

JOB TITLE	Willesden House of Life Education Manager
LOCATION:	Willesden Jewish Cemetery, Beaconsfield Road, NW10 2JE
WORKING HOURS:	4 days per week including some Sundays
SALARY:	£40,000 per annum
REPORTS TO:	Willesden House of Life Manager
BENEFITS:	20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

BACKGROUND

Willesden Jewish Cemetery was established by the United Synagogue in 1873 during the reign of Queen Victoria and has approximately 29,000 graves in 22 acres of land. It is the final resting place for many notable lawyers, doctors, scientists, artists, entertainers and entrepreneurs, as well as the hoi polloi many of whom have fascinating tales to share. Willesden Cemetery has the UK's first national Jewish cenotaph and memorials to Jewish men and women who died in service during the South African War and two World Wars.

In 2018, the United Synagogue (US) began a three-year conservation and community engagement project at its cemetery in the London Borough of Brent, supported by a National Lottery Heritage Fund grant (Phase 1). Works to repair and convert the entrance of the Lodge building into a visitor centre have been completed, followed by the installation of exciting new exhibition displays. Extensive planting to the cemetery landscape (a Grade II Registered Park and Garden) has been established and maintained by a tireless group of volunteers. A team of trained volunteers offer regular guided walks to the general public, showcasing important lives in London's Jewry and a programme of events are currently being planned.

We are about to embark on Phase 2 of the development of the Willesden House of Life, taking the engagement of groups and members of the public to the next level.

1 MAIN PURPOSE OF JOB

You will produce and deliver programmes designed to engage those who may not normally use or visit a heritage site. You will also develop and deliver learning materials and resources for groups and individuals of all ages and from varying backgrounds.

You will launch new initiatives such as working with new communities, both within and outside of the Jewish community

You will represent and promote the House of Life on external educational bodies organisations in order to establish a network of useful and productive partnerships.

This position will be line managed by Head of Willesden House of Life, working with colleagues from the United Synagogue Jewish Living & Learning Division.

2 DUTIES & RESPONSIBILITIES

(i) Devise and implement new themed visitor experiences (guided walks/tours)

Together with an enthusiastic group of volunteers, you will develop and implement new themed visitor experiences, more commonly known as guided walks or tours. You will also develop educational materials/resources around these experiences for individual visitors, school groups, families and special interest groups to take away.

(ii) Devise and implement a programme of events

You will have the opportunity to develop a programme of events to enhance the educational output of Willesden House of Life. These might include talks, activities and workshops.

(iii) Exhibition area in the Visitors Centre

Together with colleagues and with support from external experts, you will be responsible for maintaining the exhibition space at the Willesden House of Life, continuously developing the area to make it interesting and meaningful and encourage visitors to return.

(iv) Teach heritage education

As part of your responsibilities, you will also be required to teach the importance of heritage education to a variety of groups, and specifically to school groups in line with the school syllabus/National Curriculum.

(v) Promote and market Willesden House of Life activities and programme

One of the key aspects of this job is to promote and market the programme of events, visitor experiences and the Willesden House of Life in general. Together with the United Synagogue Marketing Team and the Jewish Living & Learning Division, you will devise and implement strategies to reach out to Synagogues, adult groups, schools, youth groups and members of the public.

(iv) Assist Fundraising

Where appropriate, you will support the fundraising team with activities which may include donor visits, assisting with the writing of funding proposals, etc.

3 KNOWLEDGE & SKILLS

You will be experienced in delivering high-quality, hands-on learning experiences to adults and young people. A motivated and creative communicator, you will be able to build positive collaborative relationships with colleagues, volunteers, synagogues, adult groups, youth groups and schools and relish the challenge of organising and delivering diverse programmes.

Knowledge

You will need to have:

- Knowledge of Jewish history, the community and its traditions, particularly the United Synagogue
- Knowledge and sensitivity to cultural and disability issues
- Knowledge of the local area (This is desirable rather than essential)

Skills

You'll need to have:

- Enthusiasm, passion, curiosity and an interest in the heritage sector
- Friendly/outgoing personality
- 'Can do' hard work ethic
- Ability to multi-task
- Communication and presentation skills
- Confidence in dealing with the public and addressing groups of people
- Teaching skills to plan and deliver educational activities in an engaging manner
- Writing skills to produce educational resources for a range of audiences
- Creativity for designing participation activities and learning resources
- Ability to work with volunteers
- Ability to manage budgets and resources
- Ability to work in a team
- Self-motivation and the ability to work independently
- The ability to work under pressure and to deadlines
- Good organisational and administration skills

GENERIC DUTIES

- Committed to the aims of The United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post, and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures
- **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
- **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**