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Job Description – Assistant Learning Officer

Temporary role initially for 6 months: Nov 2022-April 2023

Role: We require a part-time, fixed-term Assistant Learning Officer to support the growth and delivery of our expanding School Visit Service.

Our school visits support studies of Jewish history, culture, immigration and the Holocaust era. Students can visit the historic Synagogue (1879) with kosher kitchen, and learn about contemporary Jewish life and Festivals. They can also engage with our interactive Learning Kits in the Scottish Holocaust-era Study Centre. These Kits follow the experiences of 3 refugees who fled Nazi Germany and occupied Europe, finding a safe haven here in Scotland. They give a personal connection to the Holocaust and encourage students to reflect on wider issues of citizenship, democracy, persecution and belonging. More information on school visits: <https://sjhc.org.uk/school-visit/>. Student visits typically last two hours. The Assistant Learning Officer will support the SJHC Manager by providing guaranteed cover for the school visit service and some general support for bookings, record-keeping and administration.

SJHC Background: The Scottish Jewish Heritage Centre (SJHC) is based in Garnethill Synagogue, Glasgow. The SJHC was created in partnership by The Scottish Jewish Archives Centre (SJAC) and Garnethill Synagogue Preservation Trust (GSPT). We use the building (Scotland's first purpose-built Synagogue) and the archives of the Jewish community in Scotland to tell the story of Scotland's Jewish and Holocaust-era History. No other organisation in Scotland has both of these valuable resources at hand to tell this story. Although SJHC has only existed for just over a year, we build on years of experience from SJAC in working with school groups and have a strong team of volunteer school visit facilitators. In our first year 2021-22, we had visits from over 500 pupils, with nearly 900 pupils already booked for the 2022-23 academic year. We offer a menu of options for school visits that relate to Judaism, immigration and the Holocaust era: https://sjhc.org.uk/wp-content/uploads/2022/05/School-Visit-modules-menu_may-2022.pdf

Hours: Average 10 hours per week. To include a Wednesday morning and one other morning (Tuesday or Thursday), with some flexibility of hours between weeks

Contract: Fixed term freelance contract from Nov 2022 – April 2023

The successful candidate must complete a Disclosure Scotland application for PVG scheme membership in respect of regulated work with children.

As a freelance contractor the successful candidate must carry appropriate Public Liability Insurance cover.

Strong potential for continuation of the role beyond April 2023, pending funding approval. Continuation available as freelance or employment basis.

Fee/Salary

£17.50 per hour at 10 hrs/wk for 21 weeks = £3675 for 6 months

Key Tasks

- Deliver school visit service to primary and secondary school pupils, working with the SJHC Manager and volunteers
- Arrange pre and post visit contact with schools
- Maintain records relating to school visits and collate feedback
- Assist with evaluation and development of the school visit service
- Other administration tasks as required

Person Specification

- Experience of working with young people in a learning context
- Good customer service skills
- Good communication skills
- Reliable, with good timekeeping
- Knowledge of the history of the Holocaust period, Scottish Jewish History and Jewish religious practices would be highly advantageous but is not essential

Application & Interview

To apply, please submit a CV and covering letter explaining your interest and suitability for the post, for the attention of the Heritage Centre Manager Kerry Patterson on kerry@sjhc.org.uk

You are welcome to get in contact for an informal discussion on 0141 332 4151 or email any questions to kerry@sjhc.org.uk

Closing Date for Applications: Monday 21st November at 5pm

Interview Date: Afternoon of Tuesday 29th November

We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Please see our website www.sjhc.org.uk for our data privacy policy.

The Scottish Jewish Heritage Centre is supported by The National Lottery through the Heritage Lottery Fund, The Association of Jewish Refugees (AJR), Wolfson Family Charitable Trust, Consulate General of the Federal Republic of Germany – Edinburgh, Community Security Trust (CST) and the Architectural Heritage Fund.

The Centre is operated by the Scottish Jewish Heritage Centre, a Scottish charitable incorporated organisation (Scottish charity number SC051205), working in partnership with the Scottish Jewish Archives Centre (Scottish charity number SC030542) and Garnethill Synagogue Preservation Trust (Scottish charity number SC043103).