



129 Hill Street, Glasgow G3 6UB | Tel. 0141 332 4151 | info@sjhc.org.uk | www.sjhc.org.uk

Job Opportunity at the Scottish Jewish Heritage Centre: Learning & Admin Assistant

The Scottish Jewish Heritage Centre (SJHC) is looking for a part-time Learning & Admin Assistant to join our team. The Learning & Admin Assistant will work directly with schools, delivering school visits and liaising with schools to plan and organise their trips. The role also involves working with our volunteers to ensure support for the school visits and public tours, answering enquiries and some general administration.

Context

The SJHC provides much-needed facilities to learn about Scotland's Jewish heritage, including Judaism, the Holocaust-era and the historic migration of Jews to Scotland. It is based in Scotland's oldest purpose-built Synagogue in Glasgow city centre. The SJHC also showcases the architecture and history of Garnethill Synagogue, a stunning Category A listed building, opened in 1879.

Our aims are to:

- Increase access to Scotland's Jewish and Holocaust-era history.
- Encourage wider and more diverse engagement with SJHC'S collections
- Expand access to Garnethill Synagogue and its heritage
- Make a lasting difference to the welfare of the heritage, the people involved, the local community and beyond.

The SJHC's school visit service has been steadily growing since our launch. In our first year 2021-22 we had visits from over 500 pupils, aged 7 to 14. For the academic year 2022-23 we were visited by over 1000 young people from 13 of 32 local authority areas in Scotland. For more information about what we offer on the school visit service:

<https://sjhc.org.uk/school-visit/>

A tour of the Synagogue provides a contextual understanding of Jewish religion and culture. In the kosher kitchen, pupils learn about our dietary laws and festivals. Older primary and secondary students also gain an understanding of the Holocaust experiences of three individual refugees whose stories have been developed from records and personal testimonies from the collections of the Scottish Jewish Archives Centre, which is also based

in the synagogue. We also deliver visits in connection with the Migration & Empire topic studied at secondary level.

In the last year, around 700 visitors from around the world have visited on our volunteer-led public tours, which run weekly. With all of our activities, we are able to provide a better understanding of the experiences of minorities and so play a role in reducing racism and antisemitism in Scotland.

The Scottish Jewish Heritage Centre was created in partnership by The Scottish Jewish Archives Centre (SJAC) and Garnethill Synagogue Preservation Trust (GSPT) working alongside Garnethill Hebrew Congregation.

Person Specification

- Experience of working with young people in a learning context
- Passion for heritage and history
- Good customer service and communication skills
- Reliable, with good timekeeping
- Confident IT skills including social media and WordPress
- Knowledge of the history of the Holocaust period, Scottish Jewish History and Jewish religious practices would be advantageous but is not essential

Closing Date for Applications: Friday 5th January 2024 at 5pm

Interview Date: Thursday 18th January 2024

To Apply: Send a CV and covering letter detailing how you meet the person specification, to SJHC Manager Kerry Patterson 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 by 22nd December 2023.

Job Description: Learning & Admin Assistant (Part-time)

Salary: £25,000 pro rata for 21 hours per week (Actual salary £15,000). This is a contract for one year.

Job purpose: To support the Heritage Centre Manager with the school visit service and with other administrative tasks.

Location: Garnethill Synagogue, 129 Hill Street, Glasgow, G3 6UB

Employer: The Scottish Jewish Heritage Centre (SJHC).

Working hours: 21 hours per week on Tuesdays, Wednesdays and Thursdays. Post holder hours will include some Sundays and evenings as necessary for the access of attendees at weekend events and for other events and/or meetings.

Typical responsibilities of the job will include:

Schools & Events

- Delivery of visits for primary and secondary school pupils, working with SJHC Manager and volunteers
- Pre and post visit contact with schools
- Preparation and management of resources for school visits
- Carrying out pre and post – visit procedures for schools and public tours
- Taking part in other SJHC events as required
- Liaising with volunteers and organising rotas for school and public visits

Administration

- Answering SJHC telephone and email enquiries
- Liaising with partner organisations SJAC and GSPT/GHC as required
- Administrative work for GHC as directed by SJHC Manager
- Maintaining statistical records relating to public tours and school visits.
- Maintaining the SJHC digital calendar
- Marketing activities using emails, SJHC website and social media
- Updating and maintaining the SJHC Procedural Manual

Building Security

- Keyholding responsibilities
- Ensuring compliance with health and safety legislation.
- Carrying out risk assessment for public events and activities