

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. The post holder will deliver the school visit programme to primary and secondary pupils, working alongside the Manager and a volunteer team: <https://sjhc.org.uk/school-visit/>. They will also be responsible for the administration of school visits and administration of the public tours, which are delivered by a team of volunteer guides.

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

Employer: The Scottish Jewish Heritage Centre (SJHC): <https://sjhc.org.uk/>

Working hours: 21 hours per week on Tuesdays, Wednesdays and Thursdays, based on site at Garnethill.

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 (The Scottish Jewish Archives Centre), GSPT (Garnethill Synagogue Preservation Trust) and GHC (Garnethill Hebrew Congregation) 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

Person Specification

Essential

- 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
- Experience of working in a team
- Strong administration skills with good attention to detail
- Confident IT skills including social media and WordPress

Desirable

- Experience of working with volunteers
- Experience of working in a museum or heritage setting
- Knowledge of Scottish Jewish History, Jewish religious practices and the Holocaust period

To Apply

Closing Date for Applications: Wednesday 24th July 2024 at 5pm

Interview Date: Wednesday 7th August 2024

To Apply: Send a CV plus a covering letter setting out 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 (Mon-Thurs) or email any questions to kerry@sjhc.org.uk