

TESTIMONY 360  
POPULAR PLACES OF THE HOLOCAUST

**Application Pack**  
PUBLIC AFFAIRS OFFICER



# Introduction

Thank you for your interest in the role of Public Affairs Officer. This pack provides information about our organisation, the role, and the application process. If you would like further information, please visit our website at [www.het.org.uk](http://www.het.org.uk) or contact us before you submit your application.

Our Public Affairs Officer works to support the Trust's work by focusing on our parliamentary, policy and civil society engagement. You will keep abreast of political developments, help identify opportunities for further political engagement, and support the implementation of the Trust's Public Affairs strategy.

This role requires an excellent communicator with strong relationship-building skills and experience working in a public affairs, or similar, environment researching and drafting briefings and political correspondence.

# Job Description

<b>Contract</b>	Full time, permanent
<b>Responsible to:</b>	Public Affairs Manager
<b>Line management:</b>	N/A
<b>Salary:</b>	£28,000 - £32,000
<b>Location:</b>	Central London Office, (hybrid working available in accordance with the charity's policies).

## Role Purpose

The Holocaust Educational Trust team is made up of hard working, energetic people who are passionate about our mission to educate every person from every background in the UK about the Holocaust and its relevance today.

Over the course of our history, the Trust has created and delivered innovative and meaningful learning experiences and educational programmes which reach over 100,000 young people each year, teaching them about what the Holocaust was, and its relevance today. The school programmes we deliver include our Outreach Programme; our *Lessons from Auschwitz* Project; the Youth Advocacy/Ambassador Programme; *Testimony 360: People and Places of the Holocaust*; and Teacher Training.

The Public Affairs Officer supports the Holocaust Educational Trust's parliamentary, policy and civil society engagement work. Working closely with the Public Affairs Manager, the role helps to build understanding and commitment among policy-makers ensuring that the Holocaust remains a central part of the UK's national consciousness.

The successful candidate will provide meaningful support to activity that influences decision and policy makers; develop strong relationships with stakeholders; and provide ongoing political support for Holocaust education and antisemitism education across the UK.

The Officer contributes essential research, coordination, written and logistical support to the Public Affairs Manager.

## Key Responsibilities

### Parliamentary and Public Affairs Support

- Support the implementation of the Trust's public affairs strategies and influencing plans.
- Assist in building and maintaining relationships with MPs, peers, parliamentary researchers, civil servants and key stakeholders.
- Draft briefing notes, background research, correspondence and preparatory materials for the Trust's leadership, Trustees, MPs and other stakeholders.
- Monitor parliamentary activity, debates, questions and committee work relevant to Holocaust education and antisemitism, providing timely summaries and recommendations.

### Political and Policy Monitoring

- Track political developments across England, Scotland, Wales and Northern Ireland, ensuring the team's influencing work reflects devolved political contexts.
- Help identify risks, opportunities and emerging issues requiring organisational attention.

### Events and Engagement

- Assist with the planning and delivery of parliamentary events and engagement opportunities, including Party Conferences, Holocaust Memorial Day activities, the Annual Ambassador Conference and Annual Appeal Dinner.
- Provide logistical and administrative support for political engagement opportunities, including scheduling, preparing agendas, and producing follow-up notes.
- Represent the Trust at external meetings when required, supporting senior colleagues.

### Team and Organisational Support

- Contribute to a collaborative, high-performing public affairs function.
- Provide administrative and coordination support across the team, including meeting organisation, reporting and record-keeping.

*This list is not exhaustive and the job holder may be asked to complete additional reasonable tasks by their line manager or members of senior management.*

# Person Specification

## Essential

## Desirable

### Experience and Qualifications

- Experience working in a parliamentary, public affairs, policy, or political environment.
- Experience researching and drafting briefing materials, speeches, or political correspondence.
- Experience working collaboratively within a team.
- Bachelor's degree in politics, history or related field; or equivalent experience.

- Experience in the charity or not-for-profit sector.
- Experience supporting polling or research.
- Professional development in public affairs.

### Knowledge and Skills

- Bachelor's degree in politics, history or related field; or equivalent experience.
- Strong knowledge of UK politics, parliamentary processes and political systems.
- Understanding of Holocaust education and antisemitism in the UK, or willingness to develop expertise.
- Excellent written and verbal communication skills.
- Strong networking and relationship-building skills.
- Ability to work tactically and responsively in fast-moving political contexts.
- Ability to handle sensitive issues with discretion.
- Strong organisational skills.
- Strong digital literacy.

### Personal Attributes

- Appreciation for the sensitive nature of Holocaust education.
- Professional integrity and discretion.
- Emotional resilience.
- Strong team player.
- Attention to detail.
- Motivated, adaptable and eager to learn.
- Commitment to the Trust's mission and values.



# Company Benefits

## **Annual leave**

- Full-time employees are entitled to 22 days annual leave each year plus bank holidays.
- This increases by one day after 2 years continuous service and is capped at 25 days annual leave plus bank holidays.

## **Office closure days**

- The office will be closed on the Jewish High Holy Days of Rosh Hashanah and Yom Kippur when they fall on a weekday.
- It will also be closed from Christmas Day, up to and including New Years Day.

## **Maternity leave Pay**

- Employees with 26 weeks - 18 months continuous service: Statutory Maternity Pay is paid up to 39 weeks.
- Employees with 18 Months - 3 years of service: 100% of earnings for the first 8 weeks. Remaining 31 weeks/end of SML employee paid SMP plus 15% of earnings
- Employees with 3-5 years service: 100% of earnings for the first 10 weeks. Remaining 29 weeks/end of SML employee paid SMP plus 15% of earnings
- Employees with 5+ Years service: 100% of earnings for the first 12 weeks. Remaining 27 weeks/end of SML employee paid SMP plus 15% of earnings.

## **Paternity/Partner leave policy:**

- 2 weeks of leave can be taken but the weeks do not need to be taken consecutively. This would be paid full pay.
- The prospective father/partner would also be entitled to attend a maximum of two antenatal appointments lasting no more than 6.5 hours and be paid for this time.

## **Pension**

- Employees with under 5 years' service are eligible to receive 5% pension contribution.
- Employees with over 5 years continuous service are eligible to receive a 7% pension contribution.

## **Private Medical Insurance (PMI)**

- Employees with less than 5 years continuous service are eligible for basic cover.
- Employees with over 5 years continuous service are entitled to premier cover.

### **Life Assurance**

- All employees are automatically signed up to our Group Life Assurance policy.
- This benefit pays out 4 times an employee's annual salary to their nominated person should they pass away while employed at HET.

### **Income Protection**

- Employees are automatically enrolled into our income protection scheme.
- If an employee has been signed off work due to sickness/incapacity for over 13 weeks, the policy will pay the employee
- 60% of their salary for a maximum of 3 years or up to the age of 65 years old if sooner.

### **ZGP24 Service**

- As part of the life & income protection cover staff are eligible for this 24/7 virtual GP service and you can use it to book private virtual GP appointments to assess health issues / issue prescriptions/ open private referrals.

### **Employee Assistance Programme (EAP)**

- EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general well-being.
- Our EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues.

### **Season Ticket Loans**

- Are available on request.



# Application Process

Please submit your CV and a covering letter, setting out why you would like the role and how you meet each component of the person specification, to [recruitment@het.org.uk](mailto:recruitment@het.org.uk).

Application closing date:  
**9am, 16<sup>th</sup> March**

We hope to undertake interviews:  
**w/c 23<sup>rd</sup> March**

Applications will be reviewed continuously before the closing date. If you have any questions, please contact [recruitment@het.org.uk](mailto:recruitment@het.org.uk)

## **Please Note:**

All applicants must be eligible to work in the UK at time of application.

As an educational charity, the Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Therefore, all applicants will undergo strict vetting procedures and safeguarding checks before appointment and relevant pre-employment checks (this includes but is not limited to: DBS checks, qualification, reference and identity checks, and social media and internet searches).

This role is subject to an Basic level disclosure and barring service check.