

Job Description



Title:	Education and Production Officer (Testimony 360)
Contract:	Full Time Fixed Term Contract, 12 months
Responsible to:	Project Manager (Testimony 360)
Salary:	£35,000 per annum
Location:	This role requires regular classroom delivery across the UK. We currently work to a hybrid model and the successful candidate will be expected in the office 2 days a week (note, when delivering in schools, one school delivery day is offset against an office day – you will need to be in one day every week).
Holidays:	22 days per annum (pro rata), plus Bank Holidays, and two days for Rosh Hashanah and one day for Yom Kippur should they fall on weekdays.

The Holocaust Educational Trust (HET) is a registered charity working with schools, colleges and communities across the country to raise awareness about the Holocaust and its relevance today.

We have an exciting opportunity for an Education and Production Officer to join our team based in Central London. After several years of research and development, we have recently launched *Testimony 360*, a brand-new digital programme for UK secondary schools that uses interactive survivor testimony and virtual reality to innovatively teach about the Holocaust. Through the programme, students can have a personal and conversational experience with a recording of a Holocaust survivor before seeing some of the sites they experienced for themselves using virtual reality headsets, all without leaving their classroom.

The successful candidate will serve as a member of the Trust's Testimony 360 Team, responsible for the digital post-production and testing of interactive recorded testimony to ensure its fluency and usability in the classroom. We are looking for an individual with confident IT skills and the ability to quickly learn how to use new technologies and programmes. As an expert in Holocaust education, you will also contribute to the successful delivery of our Testimony 360 programme through weekly in-person school visits during term time or as required.

Responsibilities

Post-Production, interactive survivor testimony

- Lead on the development (post-production) of interactive testimony, including clipping, annotation, data/metadata input, and Alpha/Beta testing. Throughout testing, leading the training process which ensures the system's accuracy.
- Maintain regular contact with our partner organisation, the USC Shoah Foundation, including progress updates, shared learning, required training.
- Support colleagues undertaking training and/or working on supportive post-production.
- Logging activity and decisions regarding the post-production editing process, as discussed with members of the Testimony 360 team and/or USC Shoah Foundation.
- Organise and deliver Alpha and Beta testing stages, working directly with students both online and in-person to deliver test sessions and action necessary follow up (to ensure learning from test sessions is fed back).

Delivery

- Contribute to delivery of Testimony 360 through regular, in-person school delivery as part of the wider team, ensuring that the programme is delivered through a robust pedagogical approach. Expected to deliver Testimony 360 one every two weeks throughout term time.
- Plan and deliver Beta testing sessions as part of the development of the interactive testimonies, sharing knowledge and expertise with other Education Officers supporting in this delivery.
- The successful applicant may also be expected to deliver educational sessions to students, teachers and our young Ambassadors outside the Testimony 360 programme and throughout the year. In-person sessions will take place in the UK and sometimes abroad.

General

- We expect all members of the Education team to share their learnings and expertise both internally and externally. This role will require discussions about our learnings from Testimony 360 with the wider Education team, and we encourage consideration for how these learnings might feed into our wider educational offer.
- As an educational charity, we must ensure that education about the Holocaust is the core of all work. To this end, members of the Education Team are responsible for supporting the wider teams as they develop, plan and deliver on broader public engagement, fundraising, and awareness-raising initiatives.
- You will also be required to carry out any other reasonable request by the Director of Programmes, Chief Executive, or Senior Management Team.

Skills and Experience

We are seeking an Education and Production Officer with the following skills and experience:

- An understanding of the history of the Holocaust and its relevance today, evidenced through previous study or work history.
- Experience in teaching the Holocaust within schools, and evidence of CPD/training on pedagogical approaches to Holocaust education highly desirable.
- An understanding of testimony, its value in education, and an insight and understanding into best practice in producing and using recorded testimonies.
- High levels of IT competency with confidence to engage with training and ability to learn to use new programmes quickly.
- Experience of planning and delivering lessons as part of a formal or informal educational setting.
- Ability to work quickly in a fast-paced environment and to tight timeframes.
- Ability to work independently with demonstrable self-motivation.
- Strong communication skills, able to work effectively across a team and across organisations.
- Vibrant, enthusiastic, and dependable individual, with a clear passion and commitment to the aims and values of the Holocaust Educational Trust.
- Excellent organisational and time management skills.
- Experience of producing or developing educational content.
- Demonstrable interest in, and an understanding of, evolving digital technologies and experiences (especially in the field of education) would be an advantage.

The above is not exhaustive and it is further expected that any other reasonable work task be completed at your manager's request.

Like the rest of the team, you will also benefit from:

- Flexible working
- A generous annual leave policy including an office closure between Christmas and New Year.
- Enhanced Parental leave packages for employees with more than eighteen months service
- Pension
- Private medical insurance
- Sick Pay, Income Protection and Life assurance policies
- Employee Assistance Programme
- Season ticket loans

Next Steps:

To apply, interested candidates should send a CV and cover letter to recruitment@het.org.uk.
If you would like to discuss the role before applying, please contact us on recruitment@het.org.uk.
Applications will be reviewed on a rolling basis with a closing date of **9am Monday 4th November**

Please Note:

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

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 checks, reference checks and identity checks). This role involves regulated activity relevant to children, therefore It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.