



Foundation for Jewish Heritage Historic Synagogues Project

Information to Tender for Project Development Officer

Issue Date: 3rd June 2026

Return Date: 3rd July 2026

Job description: Historic Synagogues Project Development Officer

Salary: £40,000

Contract: 30 hours per week, flexible working available, fixed term contract for one year

Format: Remote working will be the routine with the expectation of regular in-person meetings with the Projects Director to whom you will report. There will be a requirement to travel to synagogues across the UK to whom we will be providing advice and support.

The Foundation for Jewish Heritage

The Foundation for Jewish Heritage (FJH) is a UK-based charity, dedicated to working in the UK and internationally on preserving Jewish built heritage in danger. FJH is a non-religious, non-denominational organisation involving volunteers and supporters both Jewish and non-Jewish who share an interest in preserving Jewish heritage.

The Foundation for Jewish Heritage carries out its work through:

- Research – creating an inventory of Jewish heritage sites, and identifying those at risk
- Advocacy – making the case for Jewish cultural heritage and promoting interest in specific sites
- Expertise – providing professional advice and guidance to create sustainable solutions for vulnerable sites working with local partners, while nurturing expertise in Jewish heritage preservation
- Resources – securing funding for Jewish heritage sites at risk to ensure these are preserved, given a contemporary purpose, and saved for the future.

We are well supported by a high-profile Board of Trustees, including Dame Helen Hyde, Sir Simon Schama, Lord Daniel Finkelstein and Simon Sebag Montefiore.

We are a small charity with an ambitious mission and a need to expand to meet our growing agenda of work.

Having been established in 2015, during which time we have achieved notable successes in supporting a number of synagogue restoration

projects while also becoming much better informed about the scale of the challenge, we are now poised to enter a new phase with a major expansion supported by the National Lottery Heritage Fund - *Preserving Jewish Heritage, Promoting the Hidden Jewish Story*.

This major six-year project, subject to National Lottery delivery phase funding, will see the Foundation secure the long-term future of a greater number of UK historic synagogues at risk by providing expert advice and guidance to enable congregations to maintain, promote and develop their heritage in the face of limited resources, declining memberships, environmental challenges, and rising antisemitism. Working with partners, we will act as a hub of support for the synagogue sector – building capacity, knowledge and skills to protect and future-proof synagogues, whilst making them more accessible as cultural and educational venues.

Saving at-risk Jewish heritage, including securing new community uses for redundant buildings, will contribute to wider cultural regeneration of communities across the UK, benefitting everyone.

This project will expand our ability to provide expert advice on conservation, archiving and recording, funding, education and outreach, governance and capacity-building, and will establish a Historic Synagogues Network to facilitate training, mutual support and sharing of best practice, as well as creating a Historic Synagogues Heritage Route.

While a consultant team will be recruited to deliver this project during years 2-6 of the project, the Project Development Officer is integral to scoping and developing the delivery programme in the crucial Development Phase of the project which will take place in the first year.

Responsibilities of the role

We are seeking to appoint an experienced Project Development Officer to join our team as a pivotal element of our new National Lottery Heritage Fund-supported project. The project will significantly augment our capacity to support UK synagogues in need of support to preserve their historic fabric and protect and make accessible the Jewish heritage they embody. The successful candidate will report to the Projects Director, leading on essential organisational development and project set-up in year 1 of the project.

The role will involve the need to:

- Work with the Projects Director to set up the entire project during the one-year development phase, to include:
 - Recruitment of a (i) Building and Environmental Consultant and (ii) Programming and Financial Sustainability Consultant

- Management of the work of the consultants appointed to the above two posts
 - Recruitment of a Historic Synagogues Fabric Support Officer and a Historic Synagogues Community Support Officer
 - Tender for the website development
 - Establishing the key strategies required to implement the project
 - Establishing the governance processes required to oversee the project
 - Managing the process of creating baseline assessments of at-risk synagogues to help determine project priorities
 - Managing the process of pilot testing the support services to be offered to at-risk synagogues
 - Overseeing the design and development of the project website by a website designer
 - Developing a strategy to create a UK Historic Synagogues Heritage Route
 - Designing the approach to providing support for archiving and artefacts management
 - Developing a plan for an oral history project
 - Creating the framework for the small grants scheme
 - Developing and enhancing the working relationship between the two key partners on the project: the Board of Deputies of British Jews and the Heritage Network.
- Work collaboratively and professionally with staff colleagues, assisting their work as required by providing reports, information, materials etc
 - Work with the Projects Director to put together and submit the NLHF Project Progress Report and Grant Drawdown
 - Line management of the project administrator
 - Monthly progress reports
 - Contribute to the NLHF Evaluation Report
 - Represent the Foundation, help manage relationships with key stakeholders who contact the Foundation in a personable and professional way, including Trustees, project partners, volunteers, donors, other consultants and partner agencies such as the National Lottery Heritage Fund
 - Undertake other organisational tasks as required by the Projects Director, Operations Manager and Chief Executive

Person specification

Essential

You will need to have:

- an interest in and commitment to the charity's mission
- demonstrable experience as a project manager in the heritage sector
- experience of managing a team and working with volunteer leadership
- excellent organisational and time-management skills
- experience of handling a number of assignments, able to demonstrate the ability to support multiple projects at the same time
- strong IT and digital skills
- excellent interpersonal, verbal and written communication skills, with the ability to engage with the public
- self-motivated with strong teamworking skills
- the ability to prioritise tasks effectively and perform well under pressure
- a creative approach to problem solving
- the ability to manage your own workload and support others
- negotiation and relationship-building abilities
- attention to detail and ability to work to deadlines
- flexibility in order to adapt to changing priorities and workloads
- a proactive, can-do, solutions-based approach to work

Desirable

- some understanding of the history of the Jewish experience in the UK
- a passion for heritage conservation
- understanding of the charitable sector

How to Apply

Please send a copy of your CV (no more than 2 pages) with a covering letter outlining your relevant experience for the role. Please include demonstrable experience and address all the requirements of the Person Specification.

Please provide the names and contact details of two referees, one being your current or most recent employer.

Please email your completed application to

rachel@foundationforjewishheritage.com

Deadline for applications: 3rd July 2026.

If you would like to have an informal discussion about this role before you apply please contact Amanda Newman, Projects Director at amanda@foundationforjewishheritage.com.