

JOB DESCRIPTION

SCOTTISH JEWISH HERITAGE CENTRE MANAGER

A new permanent part-time post. Salary range £23,000 to £25,000. 28 hours per week.

Job purpose: To take forward the launch of the newly created Scottish Jewish Heritage Centre (SJHC), including the new Scottish Holocaust-era Study Centre, to successfully establish the day-to-day running of the Centre's cultural and educational services and its ongoing development.

The COVID-19 pandemic has delayed the works programme, volunteer recruitment and training and the recruitment of the Manager. Now, however, with works coming to completion, we want to progress to launch which we anticipate will be in June/July 2021.

We are keen to work with an enthusiastic and energetic heritage professional to welcome as many people as we safely can to the Centre and also to help develop remote access resources so that we can reach out to individuals, especially young people in schools whom we anticipate will not be able to visit in person for some time to come.

The SJHC is a partnership project by the Scottish Jewish Archives Centre (SJAC) and Garnethill Synagogue Preservation Trust (GSPT) to broaden and increase public access to the historic synagogue, to SJAC displays and to SJAC's important Holocaust-era collections.

Creation of the SJHC has been funded by grants from the National Lottery Heritage Fund (NLHF), the Association of Jewish Refugees, the Wolfson Family Charitable Trust, the Consulate General of the German Federal Republic, the Architectural Heritage Fund - William Grant Foundation and the Community Security Trust.

We aim to modify plans to ensure safe public access on site. We wish our Manager to help lead us in this process.

Location: The Manager will be based in Garnethill Synagogue in Glasgow city centre's Garnethill district. We anticipate a mix of on-site and home-based working especially while COVID-19 pandemic restrictions may be in place.

Employer: For the first 9 months the Manager's employer will be SJAC. Thereafter the Manager will be employed by the SJHC, which will be managed as a SCIO being set up by the project partners for this purpose. See salary information below.

While employed by SJAC, the Manager will report to the Delivery Phase Project Coordinator. Following transfer, on the same terms and conditions, to the SJHC SCIO, the manager will report to the chair of the SCIO. The SCIO will take on operational management following the launch of the SJHC. The SCIO will be governed by a Board consisting of 9 trustees- 3 each from SJAC and GSPT and three independent trustees.

Salary: The salary range for the post is £23,000 to £25,000 for a 28-hour week based on qualifications and experience. The NLHF grant includes 9 months' salary costs: 1) to allow the SJHC Manager to come into post three months in advance of launch to put in place key marketing and coordination functions; 2) to fund 6 months' salary after launch, as well as contributing to the development of the activity programme for the first 2 years following launch. SJAC manages the NLHF grant. Once the SCIO is in place it will fund the salary, after its first 6 months, from revenue funds it raises. To date, a small team has raised funds for the SCIO towards establishing a secure base for funds for the first 5 years of the Manager's salary, related pension and employment costs and to assist with marketing, insurance and other core administrative and operational costs.

Working hours: Working hours will be 28 hours per week. The Manager's working hours will exclude the Jewish Sabbath (dusk Friday to dusk Saturday) and Jewish Festivals, which will replace some statutory holidays. The Manager's hours will include some Sundays and evenings to manage Weekend Events and Activities and other events and/or meetings. To accommodate these requirements the working week will vary but will be agreed in advance.

AREAS OF RESPONSIBILITIES:

Administration

- Overall responsibility for the efficient day-to-day running of the SJHC on behalf of the SCIO.
- Liaising with the partner organisations – SJAC, GSPT, Garnethill Synagogue Congregation (GHC)-coordinating telephone, email and postal enquiries, complaints and emergencies and redirecting these as appropriate to SJAC, GSPT/GHC.
- Managing SJHC budget, forecasting, reporting and maintaining statistical and financial records.
- Implementing evaluation of SJHC public services, marketing and related procedures, undertaking customer surveys, assessing results and preparation of reports to grant funders.
- Assisting with coordination and management of on-site visitor donations and retail sales.
- Reporting to and assisting the SJHC SCIO board as appropriate.

Delivering Public Services, PR and Marketing

- Overall responsibility for delivery and marketing of the SJHC volunteer led public services (School Visit Service, Weekday Guiding Service and Weekend Events and Activities Programme).
- Coordinating bookings, scheduling access and volunteers, in liaison with SJAC, GSPT and GHC, for the SJHC volunteer-led public services.
- Setting up and maintaining an electronic diary for SJHC shared with SJAC and GSPT/GHC to include all SJAC, GSPT and GHC diary events.
- Promoting and marketing the SJHC to public, tourist bodies and other agencies. This will include setting up and keeping the SJHC Website up to date and using print and online media.
- Coordinating and assisting with the Weekend Events and Activities programme including assistance with the installation of temporary exhibitions.
- Assisting with planning and developing remote access school educational resources and remote access public events.

Volunteer and Staff Management

- Supervising SJHC public services volunteers on site.
- Overseeing and managing SJHC public service volunteers on site.
- Assisting SJAC with the recruitment and training of new volunteers.
- Liaising and coordinating activities with SJHC and GHC staff.
- Liaising and coordinating with GSPT/GHC volunteers.

Building Security, Cleaning, Caretaking and Maintenance

- Ensuring SJHC compliance with health and safety legislation.
- Maintaining protocols for COVID-19 safe working on site and develop these as required.
- Ensuring risk assessment is in place for SJHC public events and activities.
- Supervising and managing caretaking and cleaning on site on behalf of SJHC.
- Assisting GSPT with coordinating GSPT building maintenance programme visits.
- Monitoring and reporting to the SCIO on SJHC display maintenance.
- Implementing agreed security procedures and monitoring and reporting on security equipment.

Development

- Assisting with income generating activities including grant applications.
- To assist with this the Manager will need to maintain awareness of developments within the field and an understanding of heritage attractions to enhance and increase visitor access.
- We wish the SJHC manager to become actively involved in events and activities development programming but recognise this may be limited in the early stages of the work.

POST REQUIREMENTS:

Qualifications for the post:

- The minimum academic qualification required is a good honours degree in a subject such as heritage/archive/museum studies, archaeology, history, art conservation, history of art, fine/visual art, marketing or business studies.
- A postgraduate qualification in heritage/museum management is beneficial.
- Prior relevant voluntary and/or paid work experience is essential.
- Demonstrated excellent oral and written communication skills.
- Proven ability to lead and motivate staff and volunteers.
- Good organisational, administrative and business skills
- Experienced in use of social media (e.g. Facebook, Twitter, Instagram)
- Proficiency in Word Press for website maintenance and updating.
- Proficiency in Microsoft packages including Word, Excel, Access and PowerPoint.
- Experience in website and digital resource management and use will be beneficial.

We are looking for a candidate who will bring:

- An understanding and commitment to the aims and values of the SJHC project and a demonstrable commitment to equality and diversity.
- An enthusiasm for, interest in and understanding of heritage work.
- Essential good team working, organisational, communication and interpersonal.
- Enthusiasm to work with voluntary bodies is vital.
- An enthusiastic, energetic 'can do' attitude **that** can adapt to changing circumstances.

BACKGROUND TO THE SCOTTISH JEWISH HERITAGE CENTRE PROJECT:

A Feasibility Study, funded by a Scottish Government grant, was undertaken in 2013/2014.

A subsequent Development Phase was grant aided by the National Lottery Heritage Fund. This allowed us to raise funding pledges, prepare the interpretation plan, detail the repair and refurbishment works programme, put in place works approvals. We also developed volunteer recruitment and training plans, an activity and activity action plan, maintenance and business plans, set out the future management plan and submitted a successful 2nd stage NLHF application.

Currently the project partners are completing the £550,000 capital Delivery Phase.

A small group of SJAC volunteers and others have been fundraising to provide a 5-year revenue funding base for the SJHC to be accessed following the end of the NLHF grant. This is designed principally to fund the Manager's salary, related costs and assist with marketing and display maintenance.

Following the launch, a new SCIO, including representatives of the partners, will take on responsibility for revenue fundraising and operational management of the Centre in line with the outcomes, reporting procedures and aims of the project agreed with the NLHF and other funders.

PROJECT ELEMENTS:

The SJHC will increase and widen public access to the historic Garnethill Synagogue and to the displays and to SJAC collections; particularly its Holocaust-era collections, principally through three new volunteer led public access services and related marketing:

- A Weekday Guiding Service
- A School Visit Service
- A Weekend Events and Activities Programme.

These services have been developed for onsite access. Now in the light of the Covid-19 pandemic and restrictions we are investigating ways to broaden access via digital formats.

The project will resume recruiting and training current and new volunteers for these new services. The Weekend Events Group has researched and created a special exhibition on the founding of Garnethill Synagogue to be launched to coincide with the launch of the Centre.

On the lower floor research, educational and public display resources have been expanded to include a Scottish Holocaust-era Study Centre and linked Holocaust-era display in the adjacent Succah building; designed to widen access to SJAC's extensive and unique Holocaust-era collections,

Upstairs, in the synagogue entrance foyer, a new display is installed introducing the history and architecture of the grade A listed 19th century Garnethill Synagogue and its congregants many of whose founders contributed to the growth of the modern city of Glasgow.

In preparation for these new facilities we have carried out extensive building repairs, the refurbishment and decoration of a number of rooms and equipped these to provide the Scottish Holocaust-era Study Centre, the Succah display; a new kosher kitchen (which will also be used in education and public programmes); an office and an upgraded multipurpose function room equipped for flexible use with group visits, for events and for a programme of small exhibitions.

New digital resources have been created including the digitisation of the Jewish Echo 1928-1950 and a digital catalogue of over 2500 key items in the SJAC Holocaust-era collections. A specialist Holocaust-era library has been installed in the Study Centre Three hands-on learning kits have been produced based on SJAC's Holocaust-era collections, designed to allow school pupils to explore the experience of individual refugees from Nazi Europe who found sanctuary in Scotland.

The post of Heritage Centre Manager has also been created principally to lead the opening up of the Centre and these new resources to a wider public by coordinating and developing the volunteer led services, through marketing and also by assisting GSPT by coordinating on site the annual programme of essential building maintenance.

THE PARTNERS

Garnethill Synagogue Preservation Trust (GSPT) is a registered charity set up in 2012 to take on ownership of Garnethill Synagogue to be responsible for the care and maintenance of this grade A listed synagogue; the oldest purpose-built synagogue in Scotland, opened in 1879.

The building features many original features and is regarded as one of the 10 most architecturally significant synagogues in the UK and the only so designated in Scotland.

The synagogue is home to Garnethill Hebrew Congregation (GHC) whose predecessors built the synagogue to house the then growing community of Jewish people settling in Glasgow and who participated and contributed to the 19th and early 20th century economic and civic growth of the city. While GHC congregation numbers have reduced in recent years the congregation

continues to hold regular weekly services and to celebrate the annual cycle of festivals as well holding congregational social events. The congregation also raises funds to help maintain the synagogue and participates in community events including the annual Doors Open programme.

Scottish Jewish Archives Centre (SJAC) is a registered charity based in Garnethill Synagogue. It was founded in 1987 and then invited by the congregation to make Garnethill their home. SJAC is Scotland's only archive dedicated to collecting, recording, researching and making accessible over 200 years of Jewish experience in Scotland. SJAC holds extensive and important collections relating to the experiences of child and adult refugees from Nazi Europe who found refuge in Scotland, illustrating the response of the host communities and the contribution of the refugees to Scottish life and culture. In recent years demand for access to these collections has increased significantly.

SJAC is a volunteer led community archive. Its part-time staff, along with trained volunteers, care for significant and substantial archive and artefact collections. SJAC is open to schools, students, academics, tourists and members of the Jewish community locally, nationally and internationally. SJAC regularly holds open days, participates in community events and festivals and participates in conferences and is a member of the Scottish Council on Archives. In 2008 SJAC opened A New Life in Scotland - a permanent exhibition and resource centre funded by National Lottery Heritage Fund (NLHF) and others. The archive publishes, operates a shop and has recently been a partner in two major academic research projects. See www.sjac.org.uk The Friends of SJAC organisation organises fundraising and other events in support of the Archives Centre.

APPLICATIONS FOR THE POST OF SJHC MANAGER:

This post is being advertised and recruited in accordance with NLHF requirements.

Completed application forms to be submitted by 4th January 2021. Please attach a CV separately if appropriate. **Applications should be sent by email to info@sjac.org.uk with subject line Scottish Jewish Heritage Centre Manager Application**

Interviews will be scheduled for the Monday 8th February 2021 – if this will be a problem please let us know when applying for the post. We would hope the successful candidate will start at the latest in April 2021.

Selection Note - The candidates who appear from the information provided to be best suited for the post will be invited to interview. It is important, therefore, that your application gives a full, but concise, description of the nature, extent and level of the responsibilities you have held. We are fully committed to the provision of equal access and opportunity. Applications are welcome from people from black, Asian and minority ethnic communities. We will appoint solely on the basis of ability. We guarantee to interview all applicants with a disability who appear to meet the criteria for this appointment.

The application form is available to download on the SJAC website

<https://www.sjac.org.uk/>

or you can email info@sjac.org.uk to request a copy.