



Bevis Marks Synagogue Learning Officers

The Bevis Marks Synagogue Heritage Foundation was established to create an exciting and innovative visitor centre and learning space adjacent to the magnificent Bevis Marks Synagogue, the United Kingdom's oldest synagogue, which has held services uninterrupted since its establishment in 1701.

The aims of the centre are to create an engaging heritage offer, and a dynamic learning and activity programme, to open Bevis Marks and its heritage to a wider more diverse community. The project will make the site more financially sustainable, thereby safeguarding the heritage for future generations.

With the imminent completion of the centre, the foundation is seeking to create its educational programme of workshops for schools and families as well as adult events. Prior to the building of the centre the synagogue hosted school visits which were teacher led and delivered on an ad hoc basis.

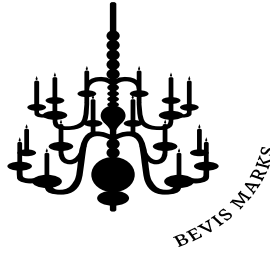
There will also be a new programme of commissioning modern art that will link to events held at the centre and implemented over time. The initial phase is to set up the school's programme that meets the needs of the National Curriculum. The visitor centre will be available for schools during term time in the mornings from Monday-Thursday, at which time it will be closed to the public. The centre can accommodate 60 children at any one time. The programme will need to take account of the Activity Plan that forms part of the Heritage Fund grant funded project.

The Foundation is recruiting two part time Learning Officers as we understand different Learning Officers will have varying strengths and experiences. The two part-time roles will equate to one full time equivalent. There will be a requirement for some evening and Sunday working dependant on the activities or workshops planned.

1. Main Responsibilities

Schools: (60%)

- Set up and deliver the schools programme for primary and secondary schools. This will be based on Judaism in the National Curriculum. It will eventually be expanded to include artist-led and hands-on activities at the Dangoor Heritage and Education Centre.
- Develop a teacher pack to be sent prior to an onsite visit.
- Research and implement income generating and partnership opportunities to sustain and grow the schools offer.
- Deliver and develop an online digital offer
- Manage the evaluation of the programme, taking forward recommendations for its development in consultation with teachers and children
- Establish and manage long term relationships with partner schools.
- Work with the Heritage Operations Manager to ensure smooth delivery of sessions and events and an excellent service to visitors.



Jewish Schools: (10%)

- Once the national curriculum schools programme is established set up a specialist schools programme specifically for Jewish School.
- Working with Rabbi Morris and Rachel Fink, Chief Executive of the S&P to set up the programme and ensure the smooth delivery.

Families: (20%)

- During school holidays and one weekend a month set up and deliver family workshops.
- Research and implement income generating and partnership opportunities to sustain and grow the family offer
- Organising materials and equipment for activities
- Raising invoices for artists and facilitators

Adults (10%)

- Set up and deliver a programme of workshops for adults
- Seek and maintain partnerships with deliver these workshops and work with artists

2. Evaluation

- Undertake evaluation using the Heritage Fund evaluation criteria for all programmes and projects.

3. Budgets

- Manage the projects and learning within the available budgets.
- Source and apply for funding for specific projects and to support core learning programmes.

4. Miscellaneous

- Promote Bevis Marks as an exciting and stimulating learning venue for all.
- Provide information for publicity material for the learning service and input into the website.
- Train, supervise and support learning volunteers delivering the above activities and events.
- Work with the Community and Volunteer Officer to recruit learning volunteers.
- Work with the Community and Volunteer Officer to develop partnerships.
- Keep up to date with national agendas in teaching and learning and ensure the Bevis Mark's education service continues to apply to national agenda learning objectives.
- Work as a proactive and flexible member of our team.
- To work occasional weekends and evenings as and when required.
- To be a key holder and take part in the museum's alarm call-out rota.

Skills/Knowledge/Personal Attributes:

Essential:

- Experience in museum learning
- Experience and knowledge of Judaism
- Experience or knowledge of specialist education programmes for Jewish Schools
- Computer literacy including ability to edit educational materials



- Experience and ability to build a digital online schools programme
- Good standard of written and spoken English, including the ability to write educational materials without errors of grammar, spelling, or punctuation, and to present articulately in person.
- Project and budget management skills
- Organised and able to balance multiple priorities in a small team environment
- A great communicator with strong influencing and negotiating skills
- Experience designing inclusive and accessible programmes, events and resources
- Experience creating innovative programmes in response to a theme, collection or exhibition
- Experience of evaluation
- 1 years' experience working at a museum, arts or heritage organisation
- Educated to degree level or equivalent

Desirable

- Fundraising and liaising with funders
- Volunteer recruitment experience

Other requirements:

DBS check, flexibility to work evenings/weekends, lone working.

Hours of operation:

- School visits will be 10.00am – 12.00pm Monday – Thursday during term time
- Open to general visits 12.30pm – 5.00pm Monday – Thursday
- The Synagogue will close 3pm on Fridays
- The Synagogue will be closed to visitors on Jewish holidays and occasionally on Sundays for weddings

Terms and Conditions:

- Salary £40,000 per annum pro rata
- 37.5 hours per week pro rata
- 28 days holiday per annum including public holidays pro rata
- Jewish holidays are in addition to the holiday allowance and up to a maximum of 13 days per annum
- 3-month probation period
- 1 months' notice on leaving is required
- Fix term contract until December 2025 when the NLHF project completes. Continuation of the post will be reviewed in September 2025

How to apply:

- Please submit your CV with a letter of application stating how you meet the requirements of the role and your experience
- Application deadline 7th December 2023



- Please submit your application by email to Amanda Newman, amanda@belvedereprojectsolutions.com
- Please submit any queries by email to Amanda Newman, amanda@belvedereprojectsolutions.com
- We reserve the right to not interview all applicants