My Voice – A Heritage for All Job Description

Head of Heritage Learning

Title : Head of Heritage Learning, My Voice - A Heritage for All
Place of Work : The Fed Manchester
Dept : My Voice - A Heritage for All
Responsible To : My Voice Manager, My Voice - A Heritage for All
FTE Salary : £38,844
Hours Per Week : 28 hrs p/wk - 16 month fixed term contract

Project Summary

The Fed's My Voice - a Heritage for All, a major National Lottery Heritage Fund-supported project is focused on preserving and sharing the My Voice Collection: the UK's only heritage project using social care-led methods to document Holocaust Survivors' complete life stories.

The project will safeguard and expand this nationally significant Collection while transforming public access, learning and engagement through exhibitions, educational resources, digital platforms, volunteering and community participation. Additionally, the project will document its unique methodology for capturing trauma informed heritage. The project places Survivor voices and ethical storytelling at its heart, ensuring the Collection will be a vital educational resource in a post-Survivor landscape.

This role sits within the Development Phase of the My Voice – A Heritage for All project, focusing on delivering and learning from a series of pilot activities. The intention is to use this phase to inform and strengthen a subsequent Delivery Phase, subject to securing further funding from the National Lottery Heritage Fund.

Job Purpose

To lead on the educational vision of the My Voice – A Heritage for All project and ensure that the My Voice Collection is effectively integrated into teaching and learning across the UK in both formal and informal settings. To lead on the development of thematic and PSHE resources, provide historical oversight and guidance on content development, build partnerships with schools, colleges, Universities, museums and other community organisations. To lead on the research, development and writing of a methodology manual, testing and refining approaches through practical delivery.

Commitment To Our Values

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- Supports people's right to privacy
- Respects people's dignity
- Recognises people's human rights
- Permits zero tolerance of all forms of abuse
- Enables people to maintain the maximum possible level of independence, choice and control
- Treats all people as individuals
- Supports people to freely express their needs and wants

- Demonstrates respect and integrity in all our work with people

Main Duties & Responsibilities

- Lead on the development of the educational vision for the My Voice – A Heritage for All project, shaping and testing approaches that will inform Delivery Phase activity
- Oversee the creation of high-quality educational resources and learning materials based on the My Voice Collection, and pilot them in educational settings to test content, format and approach
- Line manage the Heritage Learning Co-ordinator and the Guardian Programme Developer, supporting their contribution to pilot activity and learning
- Lead on the research and development of a methodology manual, testing and refining approaches through practical delivery
- Ensure all educational content is historically accurate, ethically informed and appropriate for different audiences and settings
- Provide historical oversight and guidance across learning, interpretation and content development activity
- Work closely with colleagues across outreach, marketing and public engagement to ensure joined-up piloting and testing of learning activity
- Develop and maintain partnerships with schools, colleges, universities, museums, heritage organisations and community groups across the UK, building relationships to support both pilot activity and future Delivery Phase rollout
- Pilot the integration of the My Voice Collection into formal and informal learning settings, gathering evidence to inform future expansion
- Lead on the development of thematic learning resources and PSHE resources, using pilot delivery to refine structure and content
- Ensure sensitive survivor testimony and heritage material is used responsibly and in line with ethical and safeguarding standards
- Support the widening of access to heritage learning opportunities for diverse audiences and communities, testing inclusive approaches to engagement
- Contribute to audience development by increasing engagement with educational and community stakeholders
- Provide advice and support to educators, facilitators and partners using the Collection within teaching and learning environments where required
- Support the development of digital learning resources and online educational content where appropriate
- Support the Evaluation Consultant on monitoring and evaluation of educational and learning activity, ensuring pilot activity is properly captured and analysed
- Ensure learning from evaluation is used to strengthen and improve educational delivery and impact, informing plans for the Delivery Phase application
- Ensure all educational activity supports the wider aims, values and objectives of the My Voice project and meets funder requirements

General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate a commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the Jewish Community.
- All post holders will be expected to be flexible with hours of work. Tasks or events may require working outside formal office hours.
- At all times ensure effective and efficient use of The Fed's resources.

Health & Safety

- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.

Training & Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder. These are fixed-term development phase posts for 16 months. Subject to securing delivery phase funding from the National Lottery Heritage Fund, we anticipate continuing this role in the delivery stage for 2.5 years.

Head of Heritage Learning – Delivery Phase

The following bullet points set out the main responsibilities of this role during the Delivery Phase, focusing on the rollout and coordination of project activity, ensuring it is delivered at scale, reaches intended audiences, and meets agreed outcomes.

- Lead the delivery of the educational vision, embedding the My Voice Collection into formal and informal learning settings across a range of audiences
- Oversee the delivery and rollout of high-quality educational resources and PSHE materials in schools and community settings
- Line manage the Heritage Learning Co-ordinator and Guardian Programme Developer to ensure effective and consistent delivery
- Maintain partnerships with schools, colleges, universities and community organisations to support national reach and engagement
- Ensure all learning content is historically accurate, ethical and appropriate for different audiences and settings
- Use evaluation findings to strengthen educational delivery, increase engagement and maximise learning impact

Person Specification: Head of Heritage Learning, My Voice – A Heritage for All

Factors	Essential Criteria	Desirable Criteria
Qualifications	Degree or equivalent qualification in History, Holocaust Studies, Education, Heritage, Museum Studies, Social History or a related field	Postgraduate qualification in a relevant subject area
		Teaching qualification or recognised learning/education qualification

Experience	Significant experience of developing and delivering heritage learning or educational programmes	Experience of Holocaust education or working with survivor testimony
	Experience of creating educational resources for a range of audiences and settings	Experience of working within the heritage, museum or archive sector
	Experience of working with schools, colleges, universities, museums or community organisations	Experience of developing digital learning resources or online educational content
	Experience of managing or supervising staff, freelancers or volunteers	Experience of contributing to funded heritage or cultural projects, particularly National Lottery Heritage Fund projects
	Experience of working with sensitive historical material and testimony in an ethical and responsible way	
Experience	Experience of partnership development and stakeholder engagement	
	Experience of piloting and evaluating learning activity	
Knowledge	Strong understanding of heritage learning and educational engagement practice	Knowledge of Holocaust history and its contemporary relevance
	Knowledge of safeguarding, ethical practice and accessibility in learning environments	Knowledge of archives, oral history or collections-based learning
	Knowledge of curriculum-linked learning and informal learning approaches	Understanding of trauma-informed approaches to learning and interpretation
	Understanding of equality, diversity and inclusion in educational and community settings	
	Understanding of evaluation and impact measurement in learning programmes	
Skills	Excellent written and verbal communication skills	Skills in facilitating workshops, training or public learning sessions
	Strong organisational and project management skills	Skills in digital interpretation, online learning platforms or educational technology
	Ability to develop engaging and historically accurate educational content	
	Ability to build effective partnerships and collaborative relationships	
	Ability to lead, motivate and support staff and partners	
	Strong research and analytical skills	
	Ability to manage multiple priorities and meet deadlines	
	Competent IT and digital communication skills	
Personal Qualities	Commitment to the aims and values of the My Voice project and the organisation	Understanding of, and sensitivity to, the culture and traditions of the Jewish Community
	Sensitive, empathetic and professional approach when working with survivor testimony and heritage materials	Passion for social history, education and public engagement
	Commitment to safeguarding, equality and anti-discriminatory practice	
	Ability to work independently and as part of a team	
	Flexible and adaptable approach to work	
	High level of integrity, discretion and professionalism	
	Commitment to widening participation and improving access to heritage learning	