

## Bevis Marks Synagogue

### Heritage and Operations Manager – job description and person specification

A very special opportunity to lead a new Visitor Centre in the heart of London and help to shape a great visitor experience.

In 2019, Bevis Marks Synagogue was the successful recipient of a National Lottery Heritage Fund grant to restore the fabric of the synagogue, the oldest in the UK and create The Dangoor Heritage and Education Visitor Centre to enhance facilities for visitors and other users, new collections displays and interpretation. Following this award, the S&P Sephardi Community set up the Bevis Marks Synagogue Heritage Foundation to run the project and ultimately the ongoing visitor operation of the site. We are seeking a committed and enthusiastic heritage professional to help us

Shape our vision for Bevis Marks to be a vibrant and animated place of worship that reaches out to tell its unique story to people of all faiths and none.

Bevis Marks Synagogue has been in continuous use as a place of worship since its completion in 1701, making it the oldest synagogue in continuous use in Europe. It is the oldest synagogue dating from the resettlement of Jews in England in the mid-17<sup>th</sup> century. Listed Grade I the Wren style design and its remarkably complete and little altered fittings make it of exceptional historic interest.

The S&P Sephardi Community's collection of objects, its rich archive and intangible Sephardi heritage provide a uniquely uninterrupted record of Jewish life in Britain since the seventeenth century. Many of the items are of national significance and offer a rare insight into the changing fashions and craftsmanship of London.

The construction project is due to complete by June 2024 and the exhibition fit out by July 2024. Opening is currently anticipated to be in September 2024.

An engaging heritage offer, and a dynamic learning and activity programme, will open Bevis Marks and its heritage to wider more diverse communities. The project will make the site more financially sustainable, thereby safeguarding the heritage for future generations.

## 2 The role

We are looking for someone who has a passion for heritage and delivering an engaging visitor experience to attract a diverse audience. You will play an important role in helping visitors experience and understand the history of the most important Synagogue in the UK and preserve it for generations to come.

The Heritage & Operations Manager, a full-time role, will have responsibility for planning and day to day management and operation of the site as a heritage attraction, supporting the delivery of the project's vision and mission and its business and activity plans. The postholder will be employed by and responsible to the Bevis Marks Synagogue Heritage

Foundation. You will lead a small team of people and have experience of working in teams as well as the ability to work independently. We expect all staff to be able to deliver visitor focused activities and engagement with the local community as required. Alongside the ability to optimise the opportunity to generate income and funding to sustain the business plan aspects of the site.

The postholder will be responsible for delivering the business and activity aspects of the Heritage Fund grant. They will ensure the site is ready and set up for opening later this year. You will be able to demonstrate exceptional organisational skills, a confident communicator with strong interpersonal skills with visitors, colleagues and Trustees. Building external relationships will also be important. You will have experience of working in visitor attractions with volunteers and leading a team to deliver great experiences and achieve proposed budgets.

The Visitor Centre needs to be a sustainable part of the activity of the Synagogue and the postholder will need to develop commercial activity through the café and hire of spaces and will need to assist with fundraising and work with a fundraising committee as additional funding is required for additional activities and ongoing support for the operational aspects of the project.

The postholder will be supported on site by a Community Engagement and Volunteer Coordinator, Learning Manager and Learning Officer, Facilities Manager and by Heritage Interns once they are appointed. The postholder will work alongside the Bevis Marks Rabbi and other members of the Synagogue team to ensure compatibility and smooth operation of the site for the multiple purposes of worship and heritage.

### 3 Job description

#### Key duties and responsibilities

Working to the Bevis Marks Synagogue Heritage Foundation, the Heritage and Operations Manager will:

1. Develop Bevis Marks Synagogue's role as a heritage attraction to achieve the targets and outcomes as set out in the Project Business Plan and the Activity Plan.
2. In consultation with staff at Bevis Marks and the S&P Community, implement the operational plan that sets out the systems, procedures and policies for the operation of Bevis Marks as a heritage attraction. This plan is currently being finalized in consultation with the S&P.
3. Work with the team and the Foundations Fundraising Trustee on fundraising which is ongoing.
4. Keep up to date operational budgets and manage the Foundations finances with support of the Finance Officer and Foundation Finance Trustee.
5. Oversee keeping the website updated particularly with opening hours.
6. Briefing Trustees, agenda and minutes for Board Meetings.

7. Coordinate daily activities at Bevis Marks to ensure the smooth running and successful operation of all activities.
8. Work collaboratively with other members of staff at the Bevis Marks Synagogue to ensure compatibility of the site as a Place of Worship and a heritage attraction.
9. Keep the Business Plan under review and update as required in discussion with the Trustees.
10. Work towards achieving accreditation and designation of the collection with the support of the Foundations Heritage Advisor Trustee.
11. Establish a work environment and culture that recruits, retains and supports high quality staff and volunteers, with processes for development, motivating, managing and evaluation.
12. Lead and line manage the heritage team of a Learning Manager and Officer, a Community Engagement and Volunteer Coordinator, Heritage Interns, Facilities Manager and volunteers.
13. Manage the Evaluation Consultant.
14. Take all necessary steps to optimise the visitor experience. Put in place and monitor systems for capturing visit data and visitor experience; use the learning to improve the visitor offer wherever possible.
15. Ensure the care of the collections and interpretation on display at Bevis Marks, so that collection items are at all times secure and kept in appropriate conditions and from time to time subject to planned redisplay. This will be with the support of the Foundation Heritage Trustee and an external conservator
16. Manage the catering and retail offers at Bevis Marks with the support of the Foundation Business Trustee.
17. Develop and implement a marketing strategy for Bevis Marks' heritage offer working with some outside contracted support and the support of the Foundation Marketing Trustee.
18. Quarterly reporting to NLHF and overseeing the final evaluation report and grant drawdown.
19. Working with the team of staff to manage and report on any other grant awards from Foundations and Trusts.
20. Lead on stakeholder and partnership engagement and management.
21. Act as advocate for Bevis Marks to audiences, stakeholders and the wider community.
22. Identify and develop new opportunities for activities and events
23. Perform any other comparable duties as necessary.

#### 4     Person specification

The role requires experience of working in the heritage sector with well-developed business, management, operational, marketing and networking skills. The postholder will report directly to the Foundation's Chair of Trustees.

## Essential

1. A strong track record of heritage attraction management.
2. Experience of leading, motivating and managing teams.
3. Experience of working within charitable governance structures, working to a Board of Trustees.
4. A demonstrable track record of marketing a heritage offer.
5. Experience of advocacy, networking, stakeholder engagement and partnership development.

## Summary terms and conditions

Hours: 37 hours a week – flexible working, including bank holidays, evenings and weekends will be required

Holidays: 20 days plus 8 Bank Holidays and/or 8 non-working Jewish Festival days or a mix of the two.

Salary and benefits: salary in the region of £48,000 - £52,000 plus standard contributions.

Probationary period: 6 months

Notice period: 3 months

Place of employment: based at Bevis Marks Synagogue, City of London

To note that Bevis Marks is a place of worship and therefore it follows kosher eating on site, it closes to the public on Friday afternoon (closing times vary between summer and winter) and Saturdays and will also be closed on non-working days during Jewish Festivals when no work will be allowed to happen at the site. We are an equal opportunities employer and welcome applications from all individuals. A knowledge of Sephardi Judaism is not a requirement, but the successful applicant needs to be open to learning and understanding the S&P Sephardi Jewish Heritage and religion.

## How to Apply

Please send to Amanda Newman – [office@bevismarksheritage.org.uk](mailto:office@bevismarksheritage.org.uk) a copy of your CV with a covering letter about why you would excel in this role with demonstratable experience where necessary. Please submit your application by **15<sup>th</sup> May 2024** any applications received after this date will not be considered.

We would be delighted to hear from you if you would like to talk to us about this role before you apply, please contact Amanda Newman – [amanda@belvedereprojectsolutions.com](mailto:amanda@belvedereprojectsolutions.com)

You can find out more about Bevis Marks Synagogue through our website <https://bevismarksheritage.org.uk> or listening to the various You Tube blogs by Rabbi Morris