



United Synagogue Job Description

Project: Willesden Jewish Cemetery 'House of Life'

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JOB TITLE:	Stonemason
WORKING HOURS:	Full time
LOCATION:	Willesden Cemetery, London NW10
SALARY:	Salary dependent on experience, up to a maximum of £27,500 per annum
REPORTS TO:	Cemeteries Manager
BENEFITS:	20 days' holiday a year, plus statutory Bank Holidays & Jewish festivals when they fall on a normal working day. Childcare Vouchers, Auto-enrolled Pension.

Background

The United Synagogue, the UK's largest synagogue body, is undertaking a conservation and community engagement project at its Victorian cemetery in the London Borough of Brent, supported by a grant from National Lottery Heritage Fund (NLHF). The main capital works within the project are now nearing completion and the site, including new Visitor Centre, will be opening to the public in June 2020.

Willesden Jewish Cemetery is London's pre-eminent Victorian Jewish cemetery, the only Jewish cemetery in England to be Registered as of Special Historic Interest. It is still an active burial ground but largely unknown outside the Jewish community. It has hundreds of memorials to some of the most notable individuals from the community's history as well as graves of many thousands of ordinary people.

The role is part funded by the National Lottery Heritage Fund.

The 'House of Life' Project

From June 2020, the cemetery will open as a heritage site to the public, for people of all backgrounds to visit, learn, contribute and value it as an important part of shared British and Jewish heritage.

The 'House of Life' project has four strands:

1. To repair and upgrade the fabric of historic buildings, green the landscape and conserve graves, making the site safe and accessible to the public for years to come.
2. To refurbish and adapt The Lodge, Prayer Hall, Portico and former Mortuary into multi-purpose visitor welcome, interpretation and learning spaces. Interpretive media will explain the heritage of the site, histories of the British Jewish community, the lives of people buried there and Jewish burial custom.

3. Enable greater public access, engage with and inspire a wide range of people, including existing and new visitors, Jewish and non-Jewish, through guided tours, self-guided trails, exhibitions, formal and informal learning, events, volunteering and outreach.
4. Secure a sustainable future for the cemetery as a visitor destination as well as permanent Jewish burial ground, with a shift to significant volunteer involvement and partnership working.

Requirements of the role

This job description is not prescriptive; it outlines key tasks and responsibilities of the post. These are subject to change in response to changes in legislation or United Synagogue's operational procedures. Any changes will be made in consultation with the post holder.

1 MAIN PURPOSE OF JOB

The principal role will be carrying out a programme of masonry conservation and repairs to memorials, monuments, historic buildings and general repairs around the cemetery. The stonemason will also be expected to help train other members of the grounds maintenance team in basic masonry skills and repairs.

2 SCOPE OF JOB

The cemetery contains a vast number of graves and monuments requiring conservation and in 2017 Cliveden Conservation produced a **Conservation Plan and Condition Assessment** for selected monument within Willesden Cemetery, incorporating guidelines for the long-term preservation of the memorials, including survey and monitoring, maintenance, and remedial work. This report (**available on request**) identifies some 50 graves, headstones and monuments requiring a range of conservation based interventions that will form the core of the day-to-day work for this post (see section 3.6 of the Cliveden Conservation Workshop report; items highlighted in green). This programme of masonry conservation will be carried out partly by the post-holder directly and partly through the post-holder supervising other grounds maintenance staff. The mason will report to the Cemeteries Manager.

Alongside this work, four to six 'flagship' conservation projects will be delivered by an external conservation contractor (see section 3.6 of the Cliveden Conservation Workshop report; items highlighted in blue and amber). The post-holder is expected to liaise with the external contractor to ensure the work is carried out efficiently and to benefit from any shared learning in terms of conservation training and techniques.

3 DUTIES & RESPONSIBILITIES

- To deliver the programme of memorials conservation as set out in the Cliveden Conservation Workshop report for the United Synagogue *Conservation Plan and Condition Assessment*, August 2017.
- Where applicable, offer advice and assistance to colleagues and volunteers undertaking landscaping works where such works crossover with graves and monuments.
- Basic stone repairs to the Funerary Buildings (Grade II Listed Buildings), as required.
- General masonry repairs around the cemetery as required.
- Advise and train other members of the grounds maintenance team in basic masonry skills and repairs.
- To assist in the management of all Health and Safety requirements within the cemetery, as directed by the Cemeteries Manager.
- To ensure customer quality standards and specification are met.

- To monitor, record and contribute to the development of cemetery employees/volunteers.
- To ensure all relevant administration is completed e.g. work schedules/risk assessments, employee reports and attendance information.
- When necessary, open/secure the cemetery premises and act as a key holder.
- To contribute to assessments for work preparation or any similar training, as may be required from time to time.
- To attend First Aid training, act as on-site First Aider and maintain knowledge as appropriate.
- To drive company vehicles as requested.

4 OTHER DUTIES

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may reasonably be required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Cemetery Manager's Health and Safety policy.
- Bring to the attention of senior staff any health and safety requirements which become evident. In the event of any immediate danger, to take the appropriate action to reduce risk or physical danger to staff, contractors, , members, volunteers, children, parents or visitors.

5 VALUES

It is anticipated that as a result of the NLHF funded 'House of Life' project Willesden Cemetery will evolve from being seen as an operational burial cemetery to a recognised and important heritage site located within an operational cemetery. The change will see a shift in management and maintenance ethos and practices. Future decision-making, conservation and repair will be steered by the policies and principles set out in the site's Conservation Plan and Management and Maintenance Plan (MMP) (available upon request). The post-holder is expected to champion and uphold the values set out within these plans the Conservation Management and Maintenance Plan.

6 PERSON SPECIFICATION

Experience and Qualifications

- Substantial experience in masonry and stone conservation is essential . A recognised national qualification is desirable. Holding a recognised conservation based qualification will be a distinct advantage.
- Experience of repairing and conserving gravestones, headstones, statues, plaques and memorials using appropriate and sensitive techniques.
- Experience of re-lettering memorial inscriptions.
- Full drivers licence is desirable but NOT essential.

Abilities

- Able to understand the conservation advice contained in the Cliveden Conservation Workshop report and make and justify decisions regarding priorities in discussion with the Cemeteries Manager and the House of Life project team.
- Ability to work unsupervised and project manage their own area of work, and deliver results under pressure within tight deadlines and objectives
- Must be able to pay close attention to detail, to ensure work is carried out with accuracy and to the quality expected.

- To work in a professional manner to develop effective working relationships with colleagues and United Synagogue representatives at all times
- To be able to work as an effective and proactive member of the United Synagogue team

Skills

- Masonry - the US is looking for an individual with a proven track record in stone and masonry conservation.
- Able to cut, carve and shape stone, using a variety of hand and power tools.
- Able to repair, replace and restore existing stonework on historic buildings using appropriate techniques.
- Experience of repairing and conserving gravestones, headstones, statues, plaques and memorials using appropriate and sensitive techniques.
- The majority of the day-to-day work is unlikely to be steered by briefs or drawings from an architect so the stonemason will need to be sufficiently experienced in undertaking specification development for their own work.

Knowledge

- A practical knowledge of Health & Safety legislation
- A full Health & Safety induction will be given prior to starting

Commitment

- Must share the ethos of the United Synagogue Burial Society

Quality and Operational Standards

- Ensures that the work produces is of a high standard and meets the department's key performance indicators.

A successful candidate will:

- Be committed to the aims of the United Synagogue and act as an ambassador for it.
- Comply with policies, procedures of the United Synagogue.
- Maintain high levels of discretion and confidentiality at all times.