

JOB DESCRIPTION

JOB TITLE: Adult Learning Programmer

HOURS: Part time, 30 hours per week (0.8 FTE) – some evenings and occasional Sundays

SALARY: £30,000 – £32,000 per annum, dependent on experience (£24,000 – £25,600 per annum at 0.8 FTE)

LOCATION: London, NW3

REPORTING TO: Learning and Engagement Producer

ANNUAL LEAVE: 28 days (including Bank Holidays) *pro rata* + Jewish holidays that fall on a working day

PURPOSE OF ROLE:

To develop and deliver an outstanding, innovative and inclusive year-round Adult Learning programme, including courses, classes, events and experiences designed to reach a wide range of adult audiences.

DUTIES & RESPONSIBILITIES:

- Build on and expand the adult learning programme to increase the reach of learners, alongside the Learning and Engagement Producer
- Develop and produce a unique online/on-demand learning offer
- Develop creative ideas/alternatives for Jewish festivals, with a view to expanding and enhancing accessibility and engagement
- Oversee programmes from vision and inception through to delivery,
- Develop a programme of talks in response to current political and cultural events relevant to JW3's mission, values and audiences
- Work closely with Marketing colleagues to develop and achieve audience development targets
- Work in collaboration with Programming colleagues, Production and Box Office teams to ensure successful running of programmes
- Be in attendance and run events on a regular basis including some evenings
- Negotiate terms with partners and freelancers and ensure they work within the agreed parameters
- Directly supervise/oversee external freelance teachers, instructors and programme deliverers
- Develop local, national and international partnerships
- Manage budgets for activities and events, tracking actual income and expenditure and producing simple financial reports upon completion of events
- Utilise venue management and CRM systems effectively
- Report on programmes, monitoring and evaluating their impact
- Protect and enhance the reputation of JW3, representing the organisation in an appropriate and professional manner to stakeholders, acting as an advocate for the work of JW3.
- Attend all relevant staff meetings, supervisions, training days etc.
- Undertake other reasonable duties as required by line management or member of the Senior Leadership Team.

This role description is not exhaustive or all encompassing. Certain elements of the role may change from time to time, without altering the core premise of the role or the level of responsibility involved.

This information will be reviewed and updated as and when appropriate, in consultation with the post holder, to reflect appropriate changes.

PERSON SPECIFICATION

Essential Skills & Experience

- Demonstrable experience of working in a similar position within the learning and/or adult education sectors
- Experience of planning, delivering and running programmes for adults, from idea to practical planning through to delivery and evaluation
- Experience in partnerships and programme/project management, managing budgets, schedules, resources and logistics
- Experience of delivering online/on demand learning events, utilising relevant technologies
- Understanding of Jewish history and culture and knowledge of the Jewish calendar, including relevant anniversaries that could translate into adult education themes
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner
- Ability to interact confidently and build relationships with a wide range of partners and stakeholders at all levels.
- Highly organised with efficient management of time and responsibilities
- Strong attention to detail
- Proactive and solution-focused, with an ability to anticipate and resolve issues that arise
- High level of IT proficiency, with a willingness to learn effective use of new systems
- Willing and able to work flexibly to meet the needs of the team and organisation
- Friendly and approachable, with an ability work collaboratively and effectively with others
- Excellent written and verbal communication skills
- Experience of supervising staff, freelancers and/or volunteers

Desirable

- Experience or understanding of Jewish communal, cultural and educational organisations
- Active relationships with other educational and learning organisations

Personal Qualities

- Demonstrates a commitment to furthering JW3's vision and mission
- Is approachable and able to engage positively with others, building and maintaining strong working relationships
- Demonstrates a passion for ongoing learning
- Has a proactive and flexible approach to their work, including a willingness to work in the evenings, weekends and Bank Holidays, to serve the needs of a community Centre that operates 15 hours per day for 6+ days per week