



Job Description: **Director of Programme & Impact**

ABOUT JW3

JW3 is a community charity, known for running the only Jewish Community Centre and cultural venue of its kind in the UK - open to all, regardless of race, religion, belief, gender, sexuality, ability or age. We opened our doors in October 2013 and before the first lockdown in 2020 had welcomed over 200,000 visits each year to our purpose-built venue in London, NW3. Our Cinema, Auditorium, Restaurant, Bar, Café, Nursery, and over a dozen other studios and spaces play host to a diverse, yearround programme of events and activities in pursuit of our charitable mission, including adult education, language classes, theatre, music performances, youth activities, workshops and demonstrations, parties, talks and debates, films, family programmes and more.



Our Vision is to be at the heart of a vibrant, diverse, unified British-Jewish community, inspired by and engaged with Jewish arts, culture, learning and life.

Our Mission is to increase the quality, variety and volume of Jewish conversation in London and beyond.

We aim to achieve this by creating outstanding events, activities, classes and courses – the diversity of which reflects the diversity of our community; and by offering multiple entry points into Jewish life, culture and community for the widest possible range of people regardless of age, background or belief.





We believe we can make a transformational impact on the British-Jewish community by increasing the range and number of Jewish people engaged with positive Jewish experiences and expressions of Jewish life; bringing greater numbers of Jews into positive contact with other types of Jewish people across divides, strengthening sense of community; and fostering closer relationships between Jewish people and other communities, breaking down barriers.

Our Core Values:

These six values shape our culture, guide how we behave and inform our decision-making. They are at the heart of the way we work, driving how we act as individuals and as an organisation:

<i>Kehillah</i>	קהילה	Community
<i>Hachlalah</i>	הכללה	Inclusivity
<i>Yitsiratiyut</i>	יצירתיות	Creativity
<i>Chesed</i>	חסד	Lovingkindness
<i>Shituf Peulah</i>	שיתוף פעולה	Collaboration
<i>Dugma Ishit</i>	דוגמא אישית	Leading by Example



ROLE DETAILS



Job Title: Director of Programme & Impact (F/t)

Location: London, NW3 (some home/remote working possible)

Reporting to: CEO

Direct reports: Head of Arts & Culture; Head of Adult Education & Learning; Head of Community Programming; Digital Programming Lead; Programming Administrator

Salary: £52,000-62,000 (commensurate with experience)

Annual Leave: 28 days (including Bank Holidays) plus Jewish holidays

PURPOSE OF ROLE:

To lead a unique, ambitious year-round programme that delivers the impact JW3 seeks to make on the Jewish community and wider society.

This is a key senior leadership role within JW3. Working with and reporting directly to the CEO, the Director of Programme & Impact will ensure that JW3's programming is of the highest quality, reflecting the organisation's vision, values and ambitions. You will drive the ongoing development of the programming strategy, and will lead the Programming Team who create, curate and deliver the programmes in support of our mission.

KEY RESPONSIBILITIES

Programming Vision and Strategy

- Have responsibility for the continual development and delivery of JW3's programming vision and strategy, working closely with the Programming Heads to ensure the programme is diverse, innovative, dynamic and of the highest quality, reflecting the centre's vision, values and ambitions.
- Ensure that each season's programme:
 - provides a balanced offering for each of our key target audiences;
 - maximises the impact we seek to make;
 - is delivered in a creative and cost-effective manner and within budget and deploys our resources as productively as possible to ensure maximum value.
- Effectively manage the "Mission V Money" polarity.

Audience Development, Engagement & Impact

- Work closely with the Marketing Director to ensure that the JW3 Programme meets the needs of our audiences in line with our Vision, Mission and Strategy.
- Work collaboratively with the Marketing Director to develop and implement effective evaluation processes to measure our impact and to improve our offer.
- Work with the Marketing Director to devise and implement audience engagement and development plans, in particular where we wish to grow priority target audiences who we are not yet reaching at the level at which we desire.

Management of Programme

- Effectively manage the Programme planning process so that each season's programme and each individual event is planned within an appropriate timescale and delivered on time – including working with the Marketing Director, Finance Director and Operations/Productions colleagues on realistic timetables and deadlines for all relevant aspects of the process.
- Ensure excellent, effective communication between the Programming Team and other colleagues and departments, in particular Box Office, production, Operations, Development and Marketing
- Identify, develop, negotiate and manage programme partnerships and agreements as appropriate.
- Develop and manage appropriate quality control systems and processes to ensure that external programme providers' programmes are delivered to an appropriate standard.
- Ensure that all relevant organisational policies and procedures (e.g. Safeguarding, Diversity/ Equality etc) are adhered to by the Programming team and partners.
- Take all necessary steps to manage and minimise the risks to which JW3 programmes, events and sessions are exposed.
- Be present at key JW3 events and activities as necessary/appropriate – eg to support team members, nurture key partnerships, evaluate successes.

KEY RESPONSIBILITIES

Management of Staff and Finances

- Overall responsibility for programming staff recruitment and management, including implementing effective structure for support and supervision.
- Line manage the Programme Heads - currently: Arts and Culture, Community, and Adult Learning - the Digital Programming Lead, and a Programming Administrator.
- Coordinate and lead Programme Team meetings.
- Work with the Programme Heads and Finance Director to develop an annual programme budget in line with the organisation's business plans and financial objectives, and monitor performance against budgets.
- Effectively manage and monitor the Programming budget and lead on contract and financial negotiations for key projects.
- Work closely with the Development Director in identifying new opportunities for funding programmes, creating funding proposals and evaluating outcomes and data in support of JW3's charitable activities.

Other Responsibilities

- Contribute to the organisation's overall strategy, leadership and management as a member of the Senior Leadership Team (SLT).
- Work with, and where appropriate, report to, relevant lay/non-exec committees, in particular the JW3 Trust Board and the Programming Advisory Group (PAG).
- Represent JW3 externally, communicating the vision and values to the wider community at appropriate opportunities and external forums.
- Build and manage appropriate relationships with relevant community, arts, educational, local and national organisations to raise JW3's positive profile.
- Undertake any other reasonable duties as reasonably requested by the CEO, commensurate with the level of the post to ensure the smooth running of the organisation.

REVIEW ARRANGEMENTS:

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION

All staff must wholeheartedly buy into JW3's mission, vision, values and guiding principles. A belief in the importance of inclusivity and working cross-communally, and a commitment to high quality Jewish engagement, arts and culture, and community-building is critical. A sensitivity to Jewish cultural issues is vital.

Essential Skills, Experience, Knowledge:

- Significant experience at a senior level, leading and/or delivering activities, events and/or programmes within a successful community or arts organisation serving diverse audiences.
- Proven strategic leadership and management experience to a commensurate level with this role. Including individual staff and team management experience, with proven ability to lead, motivate and develop a high performing team; building effective relationships and communicating effectively with team members; empowering and supporting individual staff to enable them to fulfil their potential.
- Successful experience of developing and implementing effective strategic plans and working in accordance with the objectives, timescales and budget of an organisation.
- Excellent project planning and organisation skills with the ability to produce operational plans; manage multiple projects simultaneously; and plan and prioritise duties and responsibilities.
- Track record of successful management of budgets and proven ability to take lead in financial aspects of project planning.
- Proven experience of building, developing and maintaining effective relationships with a diverse range of partner organisations and individuals.
- Developing and successfully implementing effective evaluation processes in order to improve.
- Excellent communications skills at all levels - written and verbal. Able to communicate clearly to staff, volunteers and lay leaders; raise the profile of JW3 in external forums; build networks; and articulate the vision and mission of JW3.
- Appropriate level of IT competency, including demonstrable effective use of Word, Excel, Outlook, and databases at a minimum.
- Ability to work on own initiative and without direction; ability to structure own time, use initiative, prioritise effectively to deliver on key goals set with CEO and Board.
- Demonstrable understanding of key institutes and contemporary issues within the British Jewish community.
- Appropriate level of Jewish and general cultural literacy.
- Diplomatic and compassionate nature complimentary to the environment this role sits within.
- Demonstrable ability to think analytically and seek creative solutions to problems.

Desirable Experience

- Relevant professional experience within a community, arts, cultural or leisure venue – e.g. arts centre, museum, gallery, theatre etc.
- Relevant experience of JCCs (Jewish Community Centres), having been an active, involved member, volunteer, or professional.
- Experience within the organised British Jewish community sector as an active volunteer or professional.
- Successful event management.
- Relevant knowledge and/or experience of digital and new technological developments.
- Experience of using Artifax Venue Management and Spektrix Box Office.
- Successful fundraising experience in either the arts/cultural sector or within the British Jewish community

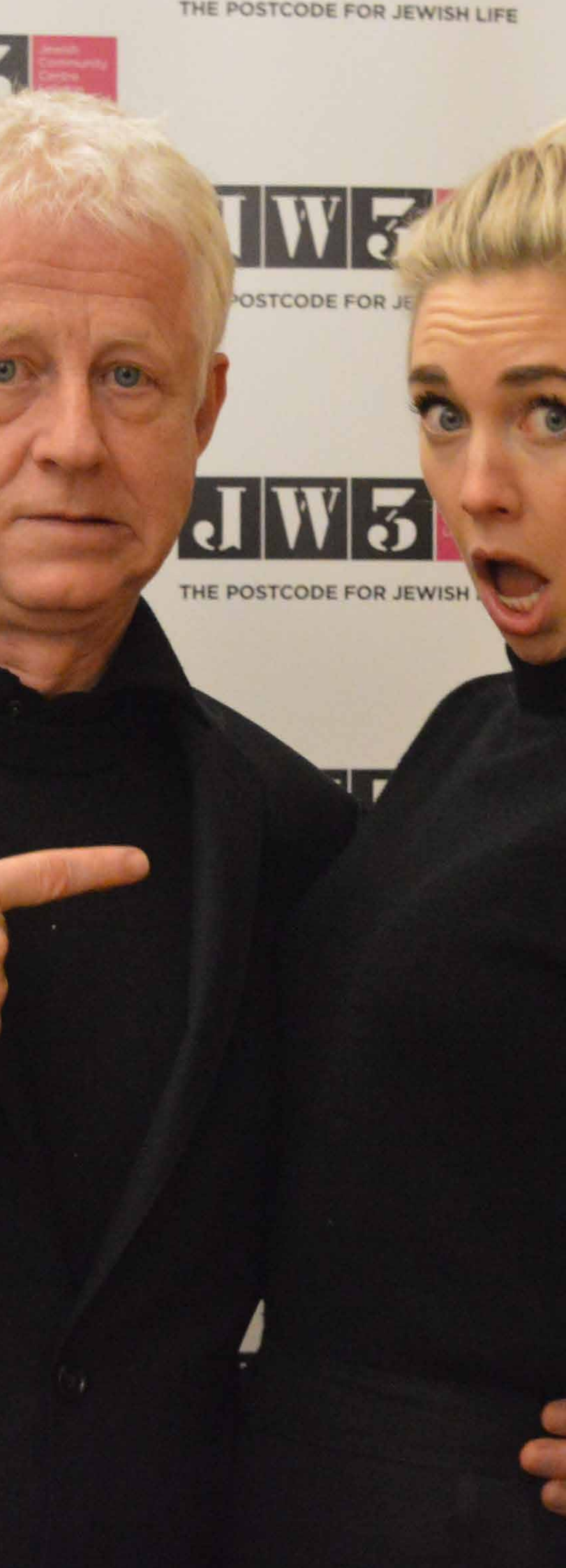
Personal Qualities

We are looking for someone who:

- Is articulate and dynamic.
- Has passion, commitment, integrity and can be a role model to others.
- Has a natural ability to network effectively and form positive relationships.
- Shows commitment to and understanding of the power of arts and culture on identity development and community building.
- Has a proactive and flexible approach to work, including a willingness to work in the evenings and at weekends and Bank Holidays when needed.

Qualifications and memberships

Educated to degree level. Preference will be given to those with relevant qualifications in areas related to management in community work, the arts, education, or the non-profit sector.



HOW TO APPLY

**Please send your covering letter
and CV to:**

recruitment@jw3.org.uk

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