

## JOB DESCRIPTION

**TITLE:** Families Programmer

**HOURS:** Part-time, 22.5 hours per week (0.6 FTE)

**SALARY:** £18,000 per annum (full time equivalent £30,000)

**LOCATION:** London, NW3

**LENGTH OF CONTRACT:** 1 year

**REPORTING TO:** Creative Producer

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

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## PURPOSE OF ROLE

To create an engaging year-round programme for children and families at JW3, delivering a range of activities and events that build relationships with families, schools and partners to deepen and elevate our community reach.

## KEY RESPONSIBILITIES

### Programming

- Be the first point of contact for all families' activity.
- Lead on programming Family Sundays, working with established partners to deliver high quality family activities.
- To programme, plan and deliver JW3's interactive festival celebration days for families, responding to the Jewish calendar, building on our well-established Party on Purim and Chanukah Funukah days.
- Develop and grow a programme of school holiday events and activities for children and families
- Engage with a range of high-quality artists and facilitators to curate and develop an exciting and engaging programme of work.
- Collaborate with the wider Programming team, ensuring family activity is delivered consistently and co-ordinated into a logical and cohesive programme.

### Partnerships

- Identify and develop exciting new partnerships to co-create and deliver programmes.
- Support JW3 in building relationships and future projects with Jewish schools and community groups.
- Build and nurture local, national and international partnerships to broaden our impact.

### Administration and Project Management

- Manage budgets for activities and events, tracking actual income and expenditure and producing financial reports upon completion of events.

- Take responsibility for the processes and systems in place to help deliver the work of the Families programme in collaboration with the wider Programming team, including effective use of venue management and CRM systems.
- Ensure that programmes are run safely, including completion of risk assessments and compliance with safeguarding requirements; work with members of the Programming team to ensure safeguarding and good practice are embedded in their programmes.
- Manage the inventory and storage of resources needed for family programmes.
- Regularly provide event coverage for a range of family activities, including evenings and Sundays.
- Work with the Development team to obtain extra resources for programmes through funding opportunities.
- Undertake reporting on family programmes as required.

### Other

- Work with the Marketing team to support the new strategy for promotion of the family programme
- 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 your line manager 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

- Experience of planning and delivering programmes for children and families, from inception through to delivery and evaluation.
- Highly organised with efficient management of time and workload
- Excellent attention to detail
- 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 stakeholders at all levels.
- Proactive and solution-focused, with an ability to anticipate and resolve issues that arise
- Experience or understanding of Jewish communal, cultural and/or educational organisations, and the Jewish calendar
- A good understanding of safeguarding practices
- Self-sufficient in use of key software and systems (e.g., Microsoft Office suite; venue management, CRMs)
- 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

## Desirable

- Experience of direct facilitation of arts programmes for children and families.
- Experience of working in a similar position at festivals, arts centres or other cultural organisation.

## 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.
- 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.