



Job Description

JOB TITLE:	Holocaust Education Programmer
PART TIME ROLE:	2 days a week. Starting as soon as possible
SALARY:	Fixed term contract until end of June 2022 (sabbatical cover) £26-£31k pro rata
LOCATION:	JW3, London NW3
REPORTING TO:	Head of Adult Education and Learning
ANNUAL LEAVE:	20 days plus statutory and Jewish holidays (pro rata)

ABOUT JW3

JW3 is a non-profit Jewish Community Centre and arts venue based in London NW3, open to all regardless of race, religion, belief, gender, sexuality, ability or age. We are a registered charity and a company limited by guarantee. We opened our doors in October 2013 and currently receive over 200,000 visits each year to our purpose-built centre that houses a Cinema, Restaurant, Bar, Café, Nursery, and over a dozen spaces where a year-round programme of over 6,000 activities takes place, including adult education, language classes, theatre, music performances, youth programmes, after-school activities, food & drink workshops and demonstrations, parties, 'big name' 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. We aim to achieve this by...

...creating outstanding events, activities, classes and courses – the diversity of which reflects the diversity of our community;

...offering multiple entry points into Jewish life, culture and community for the widest possible range of people regardless of age, background or belief;

...increasing the quality, variety and volume of Jewish conversation in London and beyond.

In March 2020 JW3 went from being a purely in-venue organisation, to engaging tens of thousands of people remotely. As we return to in-person activity we are committed to continuing to serve audiences online.

Purpose of the Role:

To be responsible for developing and organising and producing Holocaust Education events and organising survivor enrichment programmes for the Spring, for the summer and planning for the autumn. two main events for the autumn for the Holocaust Education programme namely for Kristallnacht and one other evening event.

RESPONSIBILITIES & DUTIES

- Organising 2- 3 special Holocaust educational events to be in the context of the overall programme that reflect the Centre's vision and values. One of these will be for Kristallnacht.
- Organising 1-2 programmes per term for survivors under the Survivor Enrichment engagement.
- To communicate with Holocaust survivors and refugees.

- To prepare before deadline all titles and descriptions; to complete for each termly brochure with marketing and logistic information.
- To liaise with Holocaust Education organisations and partner where possible.
- Ensure that activities, and those delivering them, are reported on, monitored and evaluated effectively.
- Ensure that all programmes are planned and delivered in a timely fashion and within budget, maximising the Centre's resources.
- Be present at key/flagship events and activities including chairing and facilitating where appropriate.
- To work within the guidelines provided for in the policies and templates.
- Risk assess activities and events and ensure that they comply with any relevant JW3 policies, e.g. safeguarding, health and safety etc

Liaison with JW3 Colleagues

- Programming Team: work collaboratively as part of the wider Programming Team and attending team meetings.
- Work closely with all of the relevant staff and departments that are involved in delivering programmes and events and provide them with all necessary information needed in a timely fashion. This includes the Building Manager, Housekeeping, Security, the Finance Department, the Marketing team, the Head of Box Office and the Head of Production.

Protect and enhance the reputation of JW3

- Presenting the organisation in an appropriate and professional manner to stakeholders.
- Act as an advocate for the impact of JW3's work where appropriate.

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

The successful candidate 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.

Essential Skills and Experience

- A good knowledge of Holocaust studies.
- Experience of working with survivors and refugees.
- A good track record of delivering programming in Holocaust education.
- Experience of successfully working under pressure, with multiple demands and in a changing environment.
- Track record of successful management of budgets.
- Experience of building, developing and maintaining effective relationships with partner organisations and individual providers (e.g. educators, workshop facilitators, etc).
- A commitment to, and understanding of, the needs of the Jewish community and/or Jewish arts and culture.
- Good knowledge and understanding of comparable institutions, programmes or projects.

- Effective team-working and collaboration skills - ability to work with team of staff in a collaborative way in an environment where work is shared in order to meet tight deadlines.
- Organisation - high level planning and organising skills in order to produce strategic and operational plans, and manage multiple projects simultaneously.
- IT - high level of competency, including demonstrable effective use of Word, Excel & Outlook.
- Communication – excellent verbal and written communications skills. Able to build networks, articulate the vision and mission of JW3, and excel in communicating with the public, colleagues and stakeholders.
- Self-direction - ability to work on own initiative and without direction. Ability to structure own time, use initiative, prioritise effectively to deliver on the organisations' key goals.
- Experience of working with/managing volunteers.

Personal Qualities

We are looking for someone who:

- Shows commitment to and understanding of the principle of empowerment.
- Is articulate, charismatic and dynamic.
- Demonstrates positive leadership qualities.
- Has a sympathetic understanding of working with survivors and refugees.
- Demonstrates a genuine personal commitment to engaging with these specific target groups.
- Can demonstrate a commitment to and successful experience in endeavours aimed at building community
- Has a natural ability to network effectively and form positive relationships.
- Has passion, drive, commitment and integrity.
- Has a proactive and flexible approach to work, including a willingness to work in the evenings, weekends and Bank Holidays as required. To serve the needs of a community centre that operates 15 hours per day for 6-7 days per week, Programmer roles are not 9-5 office roles.