



JOB DESCRIPTION

JOB TITLE:	Head of Community Programming 4-5 days pw inc. some Sundays/Bank holidays with some flexibility
SALARY RANGE:	£33-38,000 FTE Dependent on experience
LOCATION:	London, NW3 (occasional travel may be required)
REPORTING TO:	Director of Programming
ANNUAL LEAVE:	20 days plus statutory and Jewish holidays

ABOUT JW3:

JW3 is a non-profit Jewish Community Centre based in London NW3, open to all, regardless of race, religion, belief, gender, sexuality, ability or age. We 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. We are a registered charity and a company limited by guarantee.

Our Vision is 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 seek to make an impact 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.

PURPOSE OF ROLE:

- To be responsible for developing and managing Community Programming in line with JW3's strategy.
- To manage a small team of talented and creative Community Programmers – currently a Families Programmer, Young Adults Programmer and Social Action & Volunteering Programmer - to devise, plan and implement a creative, engaging, diverse and dynamic year-round programme of high-quality events, activities and projects, reaching a wide range of children, young people, families, students, young adults and volunteers.
- To programme certain strands of work, hold key relationships, lead on major partnership events and festivals, and lead on funding bids, compliance and reporting for the department
- To work closely with the Director of Programming to ensure our programmes are achieving the strategic impact we seek to make.

SPECIFIC RESPONSIBILITIES & DUTIES:

1. Development, Management and Delivery of Programme

- Work with the Director of Programming, Programme Heads and relevant lay Programming Committees, to continually develop JW3's programming vision, and ensure appropriate and effective articulation of this vision both internally and to the wider community.
- Work alongside the local/wider community to create projects and initiatives around interfaith work, social action, schools' engagement, access and volunteering.
- Manage a team of Community Programmers responsible for delivering specific programming in the areas: Families, Social Action & Volunteering and Young Adults (20s-30s)
- Plan and manage with the programmers, the delivery of a year-round, diverse, programme of events, activities, festivals, projects, groups and opportunities of the highest quality, across the Centre and beyond, catering for the needs of the following specific target groups:
 - Families: including parenting; parent & baby/toddler; pre-school/early years and intergenerational
 - Children and Youth - primary and secondary aged children and young people
 - Young Adults - 20-30 year olds
 - Volunteers - of all ages
 - Special Communities (including Israeli communities, Russian speaking Jews, and French-Jewish communities)
- Ensure that the JW3 Community Programme incorporates Jewish values and reflects the Jewish calendar, including programming around Jewish holidays, festivals and key events.
- Develop specific activities and events suitable for people with physical and/or learning disabilities.
- Be present at key classes, courses, lectures, events and activities, including teaching, presenting or facilitating where relevant.
- Take responsibility for appropriate risk assessment of activities and events to ensure that they comply with any relevant JW3 policies, e.g. safeguarding, health and safety etc.

2. Programme Partners and Providers

- Work with existing partner organisations, generating collegial and vibrant frameworks for the development of appropriate courses and classes.
- Contract and manage all relevant partnership agreements.
- Work with the Director of Programme to identify, develop, negotiate and manage appropriate new programme partnerships and agreements.
- Manage the relationships with individual 'programme providers' e.g. speakers, performers, artists, teachers, etc.
- Manage the relevant quality control systems and processes to ensure that all activities and events are delivered to an appropriate, high standard.
- Identify new programme providers to be included in future programming and develop new relationships.
- Work to establish JW3 as a desirable addition to the 'circuit' for relevant providers and practitioners.

3. Management of Staff

- Line-manage all Community Programming staff, including planning and carrying out regular 1-2-1 supervision meetings and annual appraisals.
- Take responsibility for team development and training.
- Manage relevant freelance staff and interns as appropriate.

4. Financial Management/Budgets

- Take responsibility for effectively and efficiently managing the overall budget for the Community, Programme, including working towards financial objectives set with Director of Programming, and following relevant reporting requirements.
- Ensure relevant Partners and Providers work to agreed financial parameters.
- Identify opportunities for external programme funding and work with Director of Programming and Director of Development to attract external funding to the programme. Monitor grant programmes and budgets, and monitor performance against budgets.

5. Audience Development and Engagement

- Understand the interests of JW3's priority audiences as per the strategic plan.
- Work with the wider Programming Team and Marketing and Sales team to build appropriate relationships with our existing and new audiences and grow their loyalty and affiliation.
- Promote the JW3 programme to our existing and new audiences.
- Implement effective monitoring processes and evaluation frameworks for the programme.
- Support the Director of Programming and the Director of Marketing & Communications in devising approaches to new audiences.

6. Other General Responsibilities

- Undertake other reasonable duties as required by the Director of Programme or a member of the Senior Leadership Team.

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 Experience, Skills and Knowledge

- Proven leadership and management experience appropriate to the level of the role, including effectively managing and supporting staff.
- Ability to work remotely and manage a team remotely (staff are likely to be working both onsite and from home).
- Track record of successfully planning and delivering relevant programmes/activities in at least one of the areas specified in this job description (e.g. in a youth organisation, community centre, family education provision, community arts organisation etc).
- Record of developing and implementing effective plans and working in accordance with the objectives, timescales and budget of an organisation.
- Experience of managing budgets.
- Experience of fundraising, working with funders, and managing funded projects.
- Experience of successfully working under pressure, with multiple demands and in a busy, changing environment.
- Good IT skills and the ability to pick up new systems - including demonstrable effective use of Word, Excel, Outlook, and databases to maximise efficiency.

- Experience of working successfully with volunteers.
- Experience of building, developing and maintaining effective relationships with partner organisations and individual providers (e.g. educators, workshop facilitators, etc).
- Relevant experience within the British-Jewish community.
- Proven team-working skills and experience of successful collaboration.
- Demonstrable commitment to and successful experience in endeavours aimed at building community.

Desirable Skills, Knowledge, Experience (NB any of the following would be a bonus):

- Experience of working in a thriving community centre or a cultural centre.
- Experience in managing volunteers.
- Successful event management.
- Commercial experience, including negotiating good deals and successfully drawing up and managing contracts with partners and suppliers
- Experience of implementing effective monitoring processes and evaluation frameworks.
- Experience working directly with people with learning and/or physical disabilities.
- Direct experience of interfaith work and/or involvement in social action work and/or socially engaged practice.
- Experience of voluntary or professional youth work or other relevant work with children and/or teens.
- Proficiency in spoken Hebrew, Russian or French.

Personal Qualities

We are looking for someone who:

- Has a high level of emotional intelligence and uses this to form effective and collaborative relationships.
- Is articulate and excellent at communicating in person and in writing.
- Is highly organised and can prioritise workload for themselves and their team.
- Is flexible, positive and supportive; treats all colleagues with respect and models professional and kind behaviour.
- Has an ability to influence others.
- Is confident in public, able to be a charismatic ‘face’ for JW3 and build relationships with audiences of all ages.
- Is self-directed and takes initiative; able to understand the strategic direction of the organisation and develop their own path to achieving it.
- Thinks creatively and poses solutions to problems.
- Believes in community and is committed to strengthening British-Jewish community
 - Has passion, drive, commitment and integrity.
 - Has a proactive and flexible approach to working in a community centre which is open 14 hours per day 6-7 days per week, including a willingness to work in the evenings, weekends and Bank Holidays. Specifically, this job requires some Sunday work (which would be treated as a normal working day), as well as some evenings.

Qualifications and memberships

Educated to degree level. Preference will be given to those with relevant qualifications. DBS check and safeguarding training is desirable – though will be provided by JW3 if needed.