



JOB TITLE:	Learning & Engagement Producer
HOURS:	Full time, 37.5 hours per week – some evenings and occasional Sundays
LOCATION:	London, NW3
REPORTING TO:	Director of Programming & Impact
DIRECT REPORTS:	Programme Coordinator (Learning & Engagement), Foodbank Coordinator, Volunteer Coordinator
ANNUAL LEAVE:	28 days annual leave (including Bank Holidays) + Jewish holidays that fall on a working day
SALARY:	£43,000 – £48,000 per annum, dependent on experience

PURPOSE OF ROLE:

To create and produce an outstanding year-round Learning & Engagement programme, including courses, classes, events and experiences designed to reach a wide range of audiences. This role will work closely with the Director of Programming & Impact and Head of Adult Education & Learning on developing and implementing an innovative and inclusive learning programme to reach a wide range of audiences.

RESPONSIBILITIES

Programming & Strategic Work

- Alongside the Creative Producer, support the Director of Programming & Impact with the delivery and monitoring of the Programming department's strategy and take responsibility for the strategic direction of JW3's L&E programmes in particular, ensuring a diverse offer that embraces individuals of all ages
- Expand the adult learning programme to reach a younger generation of learners
- Work closely with the Head of Adult Education & Learning to build on the existing programme of high standard courses and classes
- Develop and produce a unique online/on-demand learning offer
- Take overall responsibility for L&E projects, from inception through to delivery, directing and supporting the team as appropriate in their specific areas
- In collaboration with the Director of Programming & Impact and Director of Marketing & Sales, devise a strategy for ongoing audience engagement as well as targeting of new audiences
- Take overall responsibility for reporting on L&E programmes, instructing and supporting members of the team with their respective areas as appropriate
- Work in close collaboration with the Production and Visitor Services teams to ensure successful running of L&E programmes, leading by example with proactive and timely communication and prompting the team to do the same

- Alongside directly running some of JW3's L&E events, support members of the team with running their respective events on a weekly basis, acting as cover where required to ensure smooth running of these
- Develop creative ideas/alternatives for Jewish festivals, with a view to expanding and enhancing accessibility and engagement
- Lead on the development and delivery of community engagement and participation projects designed to bring together diverse Jewish communities, as well as connecting Jewish and non-Jewish communities
- Work closely with the Creative Producer and their team to explore learning and engagement opportunities across the whole of JW3's programming
- Manage and support the Volunteer Coordinator in creating an accessible and fit-for-purpose volunteering offer, alongside outreach & participation activities
- Lead on the development and running of a programme of talks in response to current political and cultural events in JW3's orbit

Stakeholders & Partnerships

- Develop and nurture local, national and international partnerships to broaden the impact of JW3's Learning & Engagement programmes
- Build, maintain and effectively manage stakeholder relationships; be the point of escalation for any issues/disputes that may arise for the L&E team with regards to their respective stakeholder relationships

Staff Management

- Provide effective line management and support to the L&E team, including but not limited to: regular 1:1 supervisions, probation reviews as applicable, appraisals, performance management and other relevant procedures, seeking guidance from HR where needed
- Arrange and lead on team meetings
- Encourage and foster a culture of continuous learning and development within the team, identifying and addressing training needs
- Lead by example in demonstrating empathetic and positive communication, and self-reflective practice
- Share key organisational and departmental updates, inviting feedback and input from the team

Financial Management

- Develop and manage budgets for the L&E function of JW3's Programming team, tracking actual income and expenditure and producing financial reports as appropriate
- Negotiate terms with partners and providers and ensure they work within the agreed parameters; instruct the Programme Coordinator on the preparation and issuing of contracts; be the point of escalation for the L&E team with regards to their respective negotiations with partners
- Take overall responsibility for management of the L&E team's budget, instructing and supporting members of the team as appropriate, and ensuring that all programmes are planned and delivered within budget
- Work with the Development team to obtain additional funding sources for L&E programmes; support the L&E team as appropriate with their own input on funding bids

General

- 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.
- Seek opportunities to expand and promote awareness of JW3 and develop the organisation's profile as a venue for high quality L&E programmes.
- Attend all relevant staff meetings, supervisions, training days etc.
- Undertake other reasonable duties as required by 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:

- Extensive experience in a similar role within the museum, creative learning or cultural education sector, and holding responsibility for projects from inception through to delivery and evaluation
- Demonstrable experience of supporting and managing a team, with an emphasis on developing skills and confidence
- Good working knowledge of the further and higher education sectors
- Experience or understanding of Jewish communal, cultural and/or educational organisations
- Experience of strategic planning and working in accordance with the objectives, timescales and budgets of a voluntary organisation and/or cultural or educational organisation
- Demonstrable experience of leading on successful funding bids
- Extensive experience of building and maintaining effective relationships with partner organisations, exchanging guidance and advice and co-producing events (desirable: partnerships specifically within the Adult Learning space)
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner
- Demonstrable experience of having responsibility for a budget, monitoring and adhering to it
- Highly organised with efficient management of time and responsibilities
- Friendly and approachable, with an ability work collaboratively and effectively with others
- Excellent written and verbal communication skills
- Willing and able to work flexibly to meet the needs of the team and organisation
- Ability to interact confidently and build relationships with a wide range of stakeholders at all levels.
- An active network of relationships with other arts, museums, cultural and/or learning organisations in London and nation-wide, as well as Jewish organisations specifically

Desirable:

- Voluntary or professional work with a diverse range of audiences
- Experience of implementing effective evaluation processes in order to improve projects

- Experience of building and embedding a staff team and/or change management

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