



JOB TITLE: Families and Youth Programmer

HOURS: Full time, 37.5 hours per week – 30 hours per week (0.8 FTE) will also be considered

LOCATION: London, NW3

REPORTING TO: Creative Producer

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

SALARY: £30,000 per annum

PURPOSE OF ROLE:

To plan, expand and deliver JW3's families and young people offer, developing and delivering a range of year-round activities, programmes and projects in fulfilment of our mission and strategy.

RESPONSIBILITIES:

Programming

- Develop and deliver a programme of creative and accessible content for families and young people at JW3, working closely with the Creative Producer; content will include in-building, online, in schools and within the wider community
- With support and guidance from the Creative Producer, oversee programmes for families and young people from inception through to delivery, including marketing and achieving box office/income and strategic targets
- Devise original, creative responses to the Jewish calendar for families, tweens and teens
- Collaborate with the Learning & Engagement team to explore and deliver relevant projects for families/teens/tweens
- Work with colleagues in the Programming team to identify opportunities for collaboration across projects, to ensure a cohesive programme
- Work with the Creative Producer to devise the strategy for the development of families and youth programming at JW3 building on the successes and learnings to date

Partnerships

- Develop local, national and international partnerships to broaden the impact of our families and youth programming
- Build and nurture positive working relationships with local schools, colleges and youth groups, as well as other relevant partners
- Work with the JW3 Development (fundraising) team to obtain extra resources for programmes through funding opportunities

Administration and Project Management

- Manage budgets for activities and events, tracking actual income and expenditure and producing financial reports upon completion of events
- Negotiate terms with partners and providers and ensure they work within the agreed parameters, prepare and issue contracts

- Ensure that programmes are run safely, including completion of risk assessments and compliance with safeguarding requirements
- Undertake reporting on programmes, monitoring and evaluating their impact
- Work closely with JW3 Marketing team to develop a communications strategy for families and young people programming
- Oversee and supervise volunteers and freelancer facilitators for families and young people programmes
- Work in collaboration with the Production and Visitor Services teams to ensure successful running of programmes
- 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 working in a similar position at festivals, community centres, arts centres or other youth, cultural or community organisations, with a focus on families and young people
- Experience of planning and delivering families and young people's programmes, from inception through to delivery and evaluation
- A track record of developing relationships with schools and developing projects in this setting
- Ability to interact confidently and build relationships with a wide range of stakeholders at all levels.
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner
- Highly organised with efficient management of time and responsibilities
- Strong attention to detail
- Proactive and solution-focused, with an ability to anticipate and resolve issues that arise
- Strong IT proficiency with use of Microsoft Office applications
- 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
- Excellent written and verbal communication skills
- Experience of supervising staff and/or volunteers

Desirable

- Experience or understanding of Jewish communal, cultural and/or educational organisations
- Experience of input on funding bids
- Active relationships with other arts, cultural and/or (creative) learning organisations

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