



JOB TITLE: YOUNG ADULTS PROGRAMMER
HOURS: 4 or 5 days a week, to include monthly Friday Nights, some evenings and occasional Sundays.
Open to discussions on flexible work pattern.
LOCATION: London, NW3
REPORTING TO: Head of Community Programming
ANNUAL LEAVE: 20 days plus statutory and Jewish holidays (pro rata if P/T)

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 opened our doors in October 2013 and currently receive around 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 programmer 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.

PURPOSE OF ROLE:

To engage and grow a JW3 community of young adults in their 20s and 30s by creating, developing and delivering a range of year-round activities, social events, fundraising projects and monthly Friday Night events. Developing and managing a Young Adult Strategic Advisory Committee and a YP fundraising committee.

Working as part of JW3's Community Programming Team, you will co-ordinate an imaginative, attractive, diverse and excellent-quality programme for adults in their 20's & 30's, often referred to as Young Professionals (YPs). This will reflect JW3's vision and achieve our desired impact of increasing the number and range of Jewish people engaged with positive Jewish experiences and expressions of Jewish life; building positive relationships between different types of Jews; and breaking down barriers between Jews and non-Jewish people. The 20s-30s have been identified as a priority audience for JW3 to develop over the next five years in order to achieve the impact we seek, and this role is key to the successful delivery of our strategy.

The Young Professional Programmer will:

- Develop and deliver our existing programme of YP Friday Night Dinners along ambitious lines.
- Establish and manage a JW3 Young Adult Strategic Advisory Committee, to help steer and shape YP provision.
- Establish and steer a new YP Fundraising Committee events and projects.
- Research, plan & deliver classes, talks, workshops, professional development programmes and/or other attractive activities specifically for YP audiences.
- Programme and deliver social 'add-ons' to other events in the existing JW3 programme, such as social action projects or artistic performances, aimed at encouraging a YP audience to engage with JW3 more broadly.
- Create seasonal activities to engage YP on the JW3 Beach and Ice Rink.
- Form a positive relationship with the YP community, foster connections between people of different backgrounds and develop the audience's relationship to JW3.
- Manage and create content for YP social media channels.

SPECIFIC RESPONSIBILITIES & DUTIES:

1. Programme Planning and Delivery

- Co-ordinate and plan a comprehensive year-round programme including fundraising activities, meeting all internal forward planning deadlines whilst delivering current events smoothly.
- Support colleagues to plan and deliver other Community Team programmes, and contribute to the development of the Community Programming Strategy and the wider programme.
- Monitor and evaluate each event, and the impact of the overall programme seasonally.

- Actively contribute to fundraising by identifying potential funding opportunities, contributing to reports and applications and providing all necessary information to the Development Team.
- Ensure that programmes are accessible to all, regardless of physical & learning disabilities.

2. Partnership & Relationship Management

- Build, develop and maintain relationships with existing partners and programmer providers, implementing and managing all relevant partnership agreements.
- Research, identify and develop new partnerships.
- Manage any freelance staff and volunteers who deliver any JW3 programmes and activities for YP's

3. Audience Development and Engagement

- Build and develop relationships with YP audiences, creating and encouraging opportunities for them to form relationships with each other and JW3.
- Work with the Marketing Team to drive content and connections on YP social media channels.
- Be JW3's ambassador at events and activities including on occasion outside of JW3's premises.

4. Financial & Contract Management

- Ensure the programme meets financial targets, produce and manage budgets for all activities, including tracking income and expenditure, paying invoices, financial reports and budget reconciliations.
- Negotiate terms and conditions including financial arrangements and parameters with partners, providers and freelancers, setting them out in a contract. Ensure the partners work to agreement.

5. Event Management

- Ensure that all events and programmes are run in a safe and responsible manner. Including completing risk assessments and complying with relevant JW3 policies and other health and safety requirements.
- Supply necessary information by agreed deadlines, using JW3 systems and procedures to all departments.
- Ensure the events you plan have adequate JW3 staff and volunteers present.
- Undertake other reasonable duties as required by your line manager or Senior Leadership Team.

REVIEW ARRANGEMENTS:

This job information is not all-encompassing, and it is inevitable that over time that the emphasis of the job may change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this will be periodically reviewed and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION

All staff 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, Knowledge and Experience

- Successful track record of planning and delivering events to budget and on time with tight deadlines.
- Excellent communication skills, including interpersonal skills as well as the ability to build networks.
- High level planning and organising skills to produce operational plans, and manage multiple projects simultaneously, including IT competency.
- Experience of developing and maintaining effective relationships with partner organisations and individuals.
- An understanding and experience of the British-Jewish community, culture and practices.
- Experience of successful collaboration within and across teams.
- Ability to work on own initiative and without direction. Experience of successfully working under pressure, with multiple demands.
- Hosting skills, including confidence, approachability and a positive social presence.

Desirable Skills, Knowledge and Experience

- Good knowledge and understanding of organisations and programmes that work with this demographic.
- Relevant experience working with young professionals.
- Fundraising experience and knowledge.
- Experience of committee management.