

## **Job Description: Programming & Events Manager**

**Reports to:** Community Engagement Director

**Liaises with:** professional team, rabbinic team, and key lay leaders

**Hours:** 0.8FTE (30 hours per week worked flexibly to include some evening and weekend hours when needed)

**Location:** NNLS (with flexibility for some home-based working)

**Holidays:** 4 weeks per annum (rising to 5 weeks after 5 years' service) plus public and Bank Holidays, and Jewish holidays when they fall on weekdays

**Salary:** £30,000 - £35,000 gross per annum pro rata (commensurate with experience)

### **About New North London Synagogue:**

New North London Synagogue (NNLS) is a thriving Masorti community in North London with a membership in excess of 3,500. It is the largest Masorti synagogue in the UK, and one of the leading congregations of any denomination in the country. Based at its purpose-built premises in Finchley, NNLS sits at the cutting edge of contemporary Jewish life, constantly striving to develop and enhance Judaism for its members and sharing its values and ideas with wider society. We aim to build community and embed sustainability and inclusivity in everything we do.

**Purpose of the role:** To curate and coordinate the synagogue's year-round community programming. This includes a range of adult learning, social and recreational, cultural, and social action content, as well as programmes and events specifically linked to the cycle of the Jewish year.

In collaboration with various other members of the NNLS professional team, the Programming & Events Manager will build a programme that continuously strives to increase community engagement opportunities, enabling as many members as possible to build connections, and despite our size, to find various access points into the community.

We are looking for a key member of the team to build our programme strategically and creatively, who works with initiative, has excellent attention to detail, and has the ability to work collaboratively with a wide range of people.

In return, they will be joining a team that is passionate about the importance of community, will experience a working environment that is caring and supportive, and will have the opportunity to learn and grow within a dynamic membership organisation.

### **Job Specification:**

#### **Key Responsibilities include:**

- **Programme Development:** in collaboration with key rabbinic, professional team members and lay leaders, curating and delivering a year-round innovative programme of events and learning opportunities spanning the range of areas noted above. They will work to an agreed annual plan, allowing for a sensible, deliverable balance of programming taking account of content themes, frequency and quantity of offerings in any given period.
- **Programme Review & Evaluation:** reviewing and auditing NNLS's current programme offering, and building in systems of feedback and review on an ongoing basis.

- **Programming & Event Logistics:** overseeing NNLS's programming diary and all related logistics (including arranging caretaking, AV/tech requirements, catering etc); attendance at a good number of NNLS in-house events (in whole or in part) to ensure their smooth running, and when not attending, ensuring there is appropriate professional or lay presence to allow the class/event/activity to be appropriately hosted.
- **Liaising with Internal and External Programming & Events Personnel:** being the key point of contact with all teachers, presenters and any other activity suppliers; and, where relevant, instructing the accounts team to deal with payment of invoices and/or expenses.
- **Programming Communications:** in collaboration with the Communications team, arranging for programming marketing materials to be produced, and to deliver targeted promotion via NNLS's various communication channels. Managing the online booking process.
- **Volunteer Engagement:** in collaboration with the Community Engagement Director and Community Engagement Co-Ordinator, recruiting and supporting teams and individual volunteers to assist with both brainstorming content, and delivery of programming and events.
- **Prospective Event Enquiries:** responding to all prospective enquiries from both member and non-member individuals and/or organisations proposing specific programming at NNLS; and, as above, liaising with the Community Engagement Director to agree whether, and on what basis to incorporate new programming.

#### Person Specification:

##### Essential

- Experience of developing and delivering programming within a community or similar organisation environment.
- Strong IT skills including Word, Outlook and Excel, a good working knowledge of Zoom, and reasonable skills in audio-visual tech equipment.
- Excellent organisational and communication skills, with an ability to build relationships and collaborate with a wide range of professional and lay team members.
- Outstanding inter-personal skills, including a positive 'can-do' and flexible attitude, warm manner, and a patient and calm approach.
- Ability to work under pressure; a competent multi-tasker with acute attention to detail.
- Prepared to work in full alignment with the principles and values of NNLS and Masorti Judaism.

##### Desirable

- A wider knowledge and understanding of the workings of a synagogue and of the UK Jewish community.
- Knowledge and/or interest in one or more of *tikkun olam* (social action), Jewish text, culture and/or history.
- More extensive audio-visual technological skills.

Interested candidates are welcome to contact [Susan Reuben](#) to further discuss the position.

Applications to be submitted by full CV and covering letter to Susan Reuben at [programming@nnls-masorti.org.uk](mailto:programming@nnls-masorti.org.uk) by 2 February 2024.

Interviews will take place in the week commencing 5 February 2024.