

DANCEWEST.

COMMUNITY PROJECTS MANAGER

ABOUT

DanceWest - the community dance organization for West London.

DanceWest mission is to engage people of all ages and abilities in high quality dance activity, improve the mental and physical health and wellbeing of all people through dance, creating new performance and employment opportunities for dance artists across West London.

We believe that dance enriches lives and is the catalyst for positive change in our community. Dance has the power to change everyone's lives and we believe that everyone should have the opportunity to access it.

Based at the Lyric Hammersmith we are a registered charity founded in 2015 by Choreographer Rosie Whitney-Fish.

JOB DESCRIPTION

We are seeking to appoint an experienced, creative and well organized Community Projects Manager to lead the delivery of large scale projects with our community. Be part of an inspiring team, committed to making positive change in West London by bringing dance to people of all ages and abilities.

Post: Community Projects Manager

Salary: £23,000 pro-rata

Benefits: DanceWest offers a pension scheme

Holiday: 17 days per year

Probationary period: 1 month

Notice period: 1 month

Hours of work: 3 days per week, core office hours 10.00-18.00

Office base: DanceWest, Lyric Hammersmith, King Street W6 0QL

Responsible to: Chief Executive & Artistic Director

Key Relationships (External): Public, participants, and collaborators.

Please note: This position involves working with children and young people, therefore the appointment will be subject to an enhanced Disclosure & Barring Service check.

KEY RESPONSIBILITIES

- Take the lead in coordinating the operational and strategic planning of projects, including youth, disability, older people, community, schools working closely with the Chief Executive and Dance teachers.
- Develop community dance projects across West London in partnership with organizations, partners, supporters and a large team of dance teachers.
- Be responsible for the overall administration, co-ordination and management of designated projects and activities.
- Be responsible for the financial management of designated projects and activities including budget setting and day to day financial administration.
- Build and manage effective working relationships with internal and external partners to successfully deliver projects.
- Manage and deliver professional development.
- Deliver accurate and timely updates on the community programmes and activities to the Chief Executive & Artistic Director.
- Understand and implement processes and mechanisms to present creative information on the DanceWest website.
- Evaluate and report on all programme events, including providing timely information to internal and external partners and funders.

Supporting the Chief Executive & Artistic Director with fundraising, marketing and audience development aims to ensure:

- Information about projects, including potential narratives to be used with marketing and PR, is shared in a timely fashion.
- Marketing materials are gathered from external partners in order to meet internal deadlines.
- Marketing strategies for projects, including events and performances are appropriate.
- All marketing materials are relevant, of a high standard and quality, and will maximize audiences.

- All materials developed are in line with the organization's branding guidelines.
- Fundraising opportunities and creative projects, which have the capability of attracting funding in line with the organization's development strategy, are regularly identified.
- Funders and donors are credited and acknowledged to a level that meets or exceeds funding requirements.
- Work with the fundraising team to create written bids in line with application requirements, to deadline.
- Support the fundraising team with reporting, donor and funder care, cultivation of events and other development activities linked to the programme.

Finance

- Work to organizational processes to deliver projects to approved income and expenditure budgets.
- Work in a flexible, cooperative way, and be prepared to take on any other administrative duties which may be reasonably required.

The Post holder must

- At all times be committed to DanceWest policies including: equality, diversity, child protection and vulnerable adult's policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- DanceWest has a no smoking policy on its premises, projects and events.

PERSON SPECIFICATION

Qualifications

- Degree in Dance/Performing Arts or equivalent qualification

Essential

- Significant experience of dance and or arts project management
- Substantial experience of devising and delivering successful dance, arts education or community dance projects.
- Proven track record in budgeting and financial management
- Experience of coordinating large scale programmes with number of stakeholders
- Experience of fundraising and writing fundraising applications
- Experience of producing monitoring, interim evaluation reports
- Ability to plan and prioritize a demanding workload and to meet strict deadlines while under pressure.
- Excellent IT skills, including proficiency in Excel, Word, and Outlook
- Excellent written and verbal communication skills
- A high standard of literacy and numeracy
- Excellent organizational, coordination and administration skills
- Self-motivated with great attention to detail

- A confident, assured and personable manner
- Team player with ability to build good working relationships
- Understanding of quality assurance, monitoring and evaluation systems and framework
- Good understanding of safeguarding issues as related to working with children, young people and vulnerable adults
- Good knowledge and understanding of progression routes in dance including further, higher and vocational sectors

Desirable:

- Experience of producing dance and or theatre
 - Excellent knowledge of current developments within the dance education, youth and community sector including health, disability and work with older people
 - Experience of working with production and technical teams on public events
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TO APPLY

Please send a CV and covering letter to: admin@dancewest.co.uk

Deadline: Friday 14 September 2018

Interviews will be conducted on at the Lyric Hammersmith on Tuesday 18 September 2018

The anticipated start date for the new role: Monday 1 October 2018

www.dancewest.co.uk