Job Description

Job Title	**Cheshire West Programme Co-ordinator and Dance Artist**
Responsible to	Creative Director
Responsible for	Freelance Staff as appropriate
Employment Basis	Part Time, 0.6 FTE (3 Days per Week) Fixed Term 13 month contract to cover Maternity Leave January 2022 to January 2023
Salary	£21,000 Annually Pro-Rata (£12,600)
Hours	21 hours per week TOIL system operates
Place of Work	Cheshire Dance main office (Currently Winsford Library) and home working plus some delivery across Cheshire West

<u>Summary</u>

The Cheshire West Programme Co-ordinator and Dance Artist will work as part of the Cheshire Dance core team and in partnership with CWaC Council. The majority of the work will take place in Cheshire West. The post holder may also support some programme activity in Cheshire East. It is a combined co-ordination and dance delivery role.

<u>Main Tasks</u>

- Manage all aspects of the delivery of the Cheshire Dance regular programme in Cheshire West – communicating with participants, freelance artists, partners and venues.

- Deliver high quality dance activities throughout the borough, in community contexts with a variety of groups (older adults, disability, youth, health.)

- Co-ordinate a team of freelance practitioners

- Continue to invest in your own professional development

- Play a full role as a member of the Cheshire Dance core team, attending team meetings, liaising with and supporting the team in the delivery of its Business Plan and reporting to the Creative Director.

- Regularly reporting and updating on the status of the Cheshire West programme

Special Conditions

The Programme Co-ordinator and Dance Artist post will require some evening and weekend work. Respecting the flexibility that this will require of the postholder, Cheshire Dance will equally enable the Artist to work flexibly, operating a Time Off In Lieu system.

The successful candidate will need ready access to transport, and be prepared to travel around the County.

The post holder may be required on occasion to work from the CWaC Council offices with the Cultural Services Teams in Chester to enable joined up working and knowledge of current projects and priorities.

Person Specification

The following skills, experience and competencies are required/desirable:

Experience & Skills

Essential	**Desirable**
Degree in dance or equivalent training / experience. Practical knowledge of at least one dance form.	Knowledge of a variety of dance styles and approaches.
Experience of delivering high quality dance activities for a variety of communities	Experience of dance delivery in a broad range of contexts. Up to date knowledge of Safeguarding and a transferable DBS
Understanding of community dance sector with some professional experience. A strong commitment to and belief in the transformative effects of dance activity	Knowledge of dance in education / dance and health context and delivery.
Experience of working in partnership with other non-arts sectors	
Experience of co-ordinating programmes and/or projects with specific objectives	Experience of managing small projects and budgets. Experience of co-ordinating and supporting artists and practitioners
Knowledge and experience in the use of Microsoft packages in an office environment	Experience using online tools/applications such as Zoom/MS Teams and social media for communications.
Travel planning and timely arrival to appointments	Full current driving licence

The right person to undertake this activity will be confident and clear in communicating through email, phone (and potentially in person). They will be a self-starter who is comfortable with a varied workload and keen to support artists and participants to have the best possible dancing experiences.

Attributes required:

- Organised
- Attention to detail
- Ability to work on your own
- Excellent written and verbal communication – willingness to communicate using phone, email and in person
- Ability to deal with varied workload and be pro-active, and self-led
- Ability to work alone and in a team
- Ability to take initiative and make decisions based on individual and group needs
- Passion for and understanding of community dance
- Knowledge of Cheshire Dance and the work we do
- A commitment to valuing and celebrating diversity
- A commitment to valuing and promoting wellbeing at work