

DANCEEAST

CENTRE FOR ADVANCED TRAINING OFFICER

CANDIDATE BRIEFING

January 2024



CENTRE FOR ADVANCED TRAINING

**JERWOOD
DANCEHOUSE
IPSWICH**

FIND OUT MORE

01473 295230

DANCEEAST.CO.UK

About DanceEast

DanceEast's vision is a world where everyone can benefit from the vital and life-enhancing power of dance.

Operating in the East of England and beyond, our mission is to create new and exciting ways for people to move or be moved, through participating in, experiencing, or producing dance at its very best. We promote dance as an avenue for self-expression, discovery, and fulfilment; to enhance health and wellbeing; and as a tool to unite people and communities.

Three values drive us forwards: a passionate pursuit of quality, a commitment to making dance compelling, accessible, and inclusive for everyone, and a determination to focus effort and investment where it has the greatest impact.

As one of the UK's leading dance organisations and the home of dance in the East of England, our work is consistently excellent, and our impact is felt locally, regionally, and nationally. Each year our programme reaches 22,000 attendances of participatory activities and 13,000 attendances of performances both in the theatre and outdoors. Our outreach activities focus on people facing disadvantage as well as those traditionally under-represented in arts engagement; we give more people the chance to experience and create the highest quality dance, for the greatest benefit of all.

Further information about DanceEast can be found at www.danceeast.co.uk



*Breaking Class
Photograph by Alicia Clarke*

About the DanceEast Centre for Advanced Training

The DanceEast Centre for Advanced Training (CAT) is part of a national programme that identifies children and young people, aged between 10 and 18 years, with exceptional potential in dance. Through cutting-edge dance programmes of educational and artistic excellence, the programme aims to develop, create and inspire the next generation of dance artists, choreographers and dance leaders. The DanceEast CAT currently enables over 90 young people to access part-time pre-vocational dance training in contemporary, ballet, hip hop, health and creative studies. The CAT provides highly specialised training, whereby young dancers are cultivated at a critical stage in their development, in order to prepare them for entry into the world's leading vocational and higher education institutions and on to successful and rewarding careers in dance.

The DanceEast CAT is one of the National Centres for Advanced Training in Dance (CATs) that span England. The CATs are pioneers in pre-professional training and research, promoting best practice and providing exceptional and innovative tuition for young people regardless of their personal circumstances. Maintaining close links with influential dance companies and artists, the CATs create opportunities for dancers to work and build relationships with future employers, and to gain an inspiring yet realistic insight into the profession.

Supported through the Department for Education's Music and Dance Scheme, the CATs operate from host organisations recognised for their excellence and commitment to the arts and vocational training. The scheme currently enables exceptionally talented children and young people to have access to the best specialist dance training available alongside their academic education. Successful applicants to the DanceEast CAT are able to access world-class dance training in their locality while continuing to live at home and benefitting from a broad and balanced education.

The National Centres for Advanced Training in Dance are based at:

- Dance City (Newcastle)
- DanceEast (Ipswich)
- FABRIC (Nottingham and Birmingham)
- National Centre for Circus Arts (London)
- Northern Ballet (Leeds)
- Northern School of Contemporary Dance (Leeds)
- Swindon Dance – (Swindon & Exeter)
- The Lowry (Salford, Manchester)
- The Place – (London)
- Trinity Laban Conservatoire of Music and Dance (London)

The National CAT Partnership allows students to work together on national projects and initiatives, meeting peers from across the country. It also provides a support system for staff and management teams and is a forum for shared policy initiatives, government advocacy and best practice.

Further information about the DanceEast CAT can be found in the CAT brochure [here](#), and on the DanceEast website – www.danceeast.co.uk/cat

Additional information about the National Centres for Advanced Training in Dance can be found at www.nationaldancecats.co.uk

Centre for Advanced Training Officer Job Description

DanceEast is the home of dance in the East of England.

Its Vision is a world where everyone values the extraordinary power of dance.

Its Mission is to remain at the vanguard of artistic, participatory and educational practice in dance.

It provides extraordinary performances and life-affirming participatory opportunities for all. It offers a dynamic, nurturing environment for artists at all stages of their career.

Purpose of the Post

As a member of the Creative Team, the Centre for Advanced Training Officer provides organisational and administrative support for the Centre for Advanced Training programme and the wider Creative Programmes at DanceEast in collaboration with the Head of Creative Programmes and the Centre for Advanced Training Manager. The postholder will oversee the day-to-day running of the CAT programme and specific projects, be first point of contact for CAT Team, parents/carers and students, and deputise for the Centre for Advanced Training Manager.

Key Relationships

The postholder reports to the Centre for Advanced Training Manager. The post holder will liaise closely with the wider Creative Team; as well as working with the Communications and Development Team and the Operations Team.



2023 Year End Performance
Photograph by Rachel Cherry

Principle Responsibilities

Programme Development

- Make arrangements for the delivery of the core curriculum in collaboration with the Centre for Advanced Training Manager, including timetabling and space booking, liaising with tutors, artists and musicians, ensuring students and parents/carers have appropriate and accurate information
- Organise taster sessions and auditions at the Jerwood DanceHouse, other external locations and online in collaboration with the Centre for Advanced Training Manager, including booking space, tutors and equipment, travel and refreshments arrangements, ensuring all involved have appropriate and relevant information, recording and collating attendance and other information, as required
- Make arrangements for enhancement activity and projects in collaboration with the Centre for Advanced Training Manager and others, including seeing performances, meeting and working with visiting artists, workshops, performance projects and national projects
- Deputise for the Centre for Advanced Training Manager
- Act as Chaperone or Company Manager for off-site visits, digital activity and activities as required
- Make arrangements for the induction and professional development of tutors as required
- Collate information to contribute to monitoring and developing the quality of the programme in terms of diversity, quality and progressiveness of content, including monitoring attendance, recording progress and achievements
- Contribute to, and oversee, the pastoral care and support needs of students, as appropriate, and collaborating with the Centre for Advanced Training Manager
- Oversee and track student attendance and retention, gathering and collating data for internal use, the Department for Education, Arts Council England, and the National Centres for Advanced Training in Dance network.

Capacity Development

- Oversee outreach projects, such as school workshops, one-off projects, weekly pre-CAT feeder classes, to recruit new students to the programme
- To be a deputy Safeguarding Officer, First Aider (mental first aid and physical first aid), Fire Safety Officer and Registered Chaperone for DanceEast, working closely with other members of the team
- Be first point of contact for general CAT enquiries, students, parents/carers, and Tutors, musicians, and the wider CAT Team.
- Maintain all administrative systems for the Centre for Advanced Training, advising the Centre for Advanced Training Manager on where and how improvements could be made
- Collaborate with the Centre for Advanced Training Manager and the Head of Operations and Resources in maintaining and monitoring budgets
- Draft contracts with artists, tutors, musicians, and others as required
- Liaise with other members of the Creative Team and other staff about all practical arrangements associated with the Centre for Advanced Training programme and changes to the programme
- Undertake risk assessments for relevant events, collate required information and draft briefings for staff, tutors, students and others to mitigate risks
- Schedule and arrange tutor meetings, compile and circulate minutes of meetings
- Book travel, accommodation, equipment and other resources as required

- Collate information for reporting to the Department for Education and others as appropriate, ensuring monitoring and recording systems are maintained and up to date
- Oversee the Individual Training Plan (ITP) process for student feedback, tutorials, and reports including collating, proof reading and distributing tutor feedback, and ensuring the effective delivery of the ITP process
- To be responsible for the effective data collection for the CAT and other related activity
- To arrange physiotherapy clinics and track any student injuries/needs and update the team accordingly.

Relationship Development

- Be the first point of contact for prospective and accepted students, their parents/carers, and tutors, providing high quality information
- As required, maintain relationships with the National Centres for Advanced Training in Dance network and external partners, professional dance training providers, the Department for Education and other funders as relevant.

Profile Development

- Attend Centre for Advanced Training sessions and relevant events, contributing to DanceEast's reputation for care, quality and excellence
- Collaborate with the Centre for Advanced Training Manager, Head of Audiences, Communications & Development and others to contribute to raising the profile and public awareness of the DanceEast CAT, providing content and working with students to provide content for print, publicity, website and social networks as required
- To undertake other duties as may be reasonably required by DanceEast.

At DanceEast we are committed to creating a diverse, inclusive workforce that is reflective and representative of the diversity of our communities.

We recognise that difference is a strength, and our working environment is one where every individual's unique contribution is valued and respected.

Person Specification

Attributes

Essential

- Strong interpersonal and communication skills with a range of people, including students, parents/carers, artists and others
- Awareness of the pastoral needs of young people aged 9-19 years, including of potential additional needs, the impact of other pressures on their time and energies, and ways of encouraging and maintaining engagement and motivation
- Able to manage multiple tasks and prioritise while thinking and acting strategically
- Reliable, responsible and conscientious
- Able to work on own initiative and meet deadlines
- An outgoing and positive personality
- Commitment to excellence in all forms of dance practice and engagement
- Commitment to equality, diversity, inclusion and best practice in promoting equality of opportunity
- Commitment to living locally, able to travel regionally and nationally, and to work evenings and weekends.

Qualifications and Experience

Essential

- Knowledge and/or experience of professional dance training and/or education
- Knowledge and an understanding of dance training and career pathways in the UK, and the principles of talent identification and development with young people showing strong dance potential
- Understanding of student needs, pastoral support, and developmental needs of young people
- Excellent administrative and organisational skills
- Strong IT skills including computer programmes (MS Excel and Word), email, internet and social media
- Previous involvement of planning and delivering projects and programmes, including timescales and arrangements, setting and working with objectives and/or targets, for projects and programmes
- Able to collate information accurately and consistently to contribute to the evaluation of the impact(s) of dance programmes
- Experience of effective team working with colleagues in and beyond the organisation
- Experience of monitoring, evaluating, and contributing to reporting on projects against agreed monitoring terms
- Good numeracy skills, ability to set, manage and monitor budgets with guidance
- High level of written accuracy and proof-reading skills.

Desirable

- Previous relevant work experience in the arts and/or education sector
- Coordinating and/or supervising team members/peers
- Experience of using box office, CRM systems and Google Drive
- Experience of working for a publicly funded body
- First Aid qualification
- Experience of editing websites (WordPress).

Terms & Conditions

Salary:	£26,500 per annum.
Responsible to:	Centre for Advanced Training Manager
Hours of Work:	Five days (37.5 hours) per week
Working Hours:	Core office hours are between 9.00a.m and 5.30p.m with one hour for lunch. The role involves weekend work during term time, with regular Sunday working (approximately 7 days per term) and occasional Saturday working (approximately 4 days per term).
Place of Work:	Jerwood DanceHouse, Ipswich, IP4 1DW. This post is primarily office based.
Holiday Entitlement:	28 days paid holiday per year pro-rata, increasing to 33 days per year after two years of continuous employment; inclusive of bank holidays.
Probation period:	Three months.
Notice Period:	One week during probation period, rising to two months after successful completion of probation period.
Right to Work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to DanceEast.
Pension Scheme:	The successful applicant will automatically be enrolled into a qualifying workplace pension scheme in which both yourself and DanceEast will make monthly contributions to. You do have the option to opt out of the scheme if you wish to.
Safeguarding:	The successful applicant will be subject to an Enhanced DBS Check on commencement of their employment, and at regular intervals during their employment. The postholder will be required to obtain a Chaperone's Licence, undertake Lead Safeguarding Training, First Aid Qualifications (including Mental Health First Aid)
Relocation:	A small relocation package may be available to suitable applicants.
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Training and development opportunities; and Staff discount at the DanceHouse café.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.

Organisational Structure



Making an application

Applications should be made on the enclosed Application Form.

Candidates should provide detailed information in their application which clearly demonstrates how they meet each of the essential criteria listed in the Person Specification. The shortlisting panel will assess applications solely on the information supplied, so it is essential that your responses correspond to this criteria.

DanceEast recognise the value of having a diverse workforce and is actively seeking to broaden the range of people represented in our workforce. We therefore welcome applications from candidates from a wide range of ages, backgrounds and lifestyles and make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

For an informal conversation about the role, or if you would like to visit DanceEast and the CAT Programme, contact tom.bowes@danceeast.co.uk. If you have any access needs, and/or feel you would benefit from any reasonable adjustments to allow you to fully participate in the selection process, please get in touch with HR@danceeast.co.uk.

DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal Opportunities Monitoring Form, which will be treated as confidential and used for statistical purposes only. The form will be separated from your application and remain anonymous before your application is reviewed by the selection panel.

The Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to HR@danceeast.co.uk; or sent by post to Bill Armitage, Head of Operations & Resources, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private and Confidential". Please note that CV's will only be considered when attached to a fully completed Application Form.

Completed applications must arrive at DanceEast by 10am on Thursday 15 February. Successful candidates will be invited to an interview at the Jerwood DanceHouse on Tuesday 27 February, and candidates should be available on this date.

Cover photo by Alicia Clarke



LEVERHULME
TRUST

**DANCE
CATs**
NATIONAL CENTRES
FOR ADVANCED
TRAINING

The DanceEast Centre for Advanced Training is financially supported through the Department for Education's Music and Dance Scheme.



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**ARTS COUNCIL
ENGLAND**



**European
Dancehouse
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