

COMMUNITY DANCE PROGRAMME ASSISTANT

KICKSTART POSITION



MOVING TOGETHER

Moving Together is a community dance organisation based in Leicester, offering and developing high quality community dance opportunities for participants of all ages and abilities for the past 10 years. We specialise in creative dance delivery and Arts Award programmes and have recently been awarded Trinity Champion Centre status for 2021-2022 as one of the UK's leading providers of the Arts Award framework. We also have extensive experience in dance delivery for SEND children and young people, dance within Primary and Secondary schools, Dance BTEC and HND delivery, dance for adults over the age of 55, consultancy and employability/development opportunities for building community dance aspirations, education producing for internationally touring artists, and wider dance event management for school trusts.

KEY DETAILS

Contract: 6 month, fixed term, part-time

Hours: 25 hours per week. Schedule TBC. Occasional weekend and evening work may be required.

Location: Hybrid working pattern (inclusive of working from home, working from our Leicester city centre based office and travelling to session venues)

Salary: The role is supported by the government Kickstart programme and will be paid at National Minimum wage according to age (16-18 £4.62 p/hour, 18-20 £6.56 p/hour, 21-22 £8.36 p/hour, 23 and over £8.91 p/hour). Travel expenses to programme venues and required locations will be covered.

Probation period: 1 month

Holiday entitlement: 12 days + 1 wellbeing day

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ABOUT THE ROLE

The Community Dance Programme Assistant will have the opportunity to gain insight and experience across a broad range of programmes, partnerships and activities within the workings of a small but wide-reaching not for profit community dance company.

The role will focus on administrative and practical support for a number of dance projects around the city and county for children, young people, aspiring dance professionals and adults over the age of 55.

Office-based responsibilities may include collating Arts Award theory work, data administration and digital content creation for social media marketing. The **practical element** of the role will require the successful candidate to assist on dance projects within school and community settings. 2021 is Moving Together's 10th birthday year, so there may also be responsibilities within the process of planning and preparing for our November celebration event at The Y Theatre in Leicester.

DEVELOPMENT OPPORTUNITIES

The role will offer experience, support and training to allow for skill development during the 6 month period.

This includes 1:1 mentoring and training opportunities to enhance the post holder's knowledge and understanding of administration, marketing, community dance facilitation and practical delivery areas.

The opportunity to progress into leadership delivery roles is possible.

ESSENTIAL AND DESIRABLE CRITERIA

> Strong communication skills (written, verbal, active and passive), a willingness to learn and use initiative, a positive, enthusiastic demeanor and an interest in dance and community work is **essential**.

> Practical dance experience is **highly desirable**.

> A full UK drivers licence and access to a vehicle is **desirable**.

The post holder will be provided with a DBS check

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HOW TO APPLY

The Kickstart scheme is specifically designed for those aged between 16 and 24 who are currently claiming Universal Credit and may be at risk of long-term unemployment. It is being run by the Department of Work and Pensions (DWP) so your local Job Centre will be able to run you through the specific criteria, and help you find out whether you are eligible. Please get in contact with your work coach and inform them that you are applying for this opportunity.

To apply, please send a copy of your CV and a cover letter stating any relevant experience and explaining your interest and suitability for the role to:
info@movingtogether.co.uk by 9am, Thursday 26th August 2021.

Interviews will take place on Tuesday 31st August 2021. The successful candidate will be required to attend paid induction and training days on 9th & 10th September 2021. Official start date for the role is Monday 13th September 2021.



As an organisation, we are committed to diversity and inclusion and are actively seeking to develop our team to better represent the diverse community we live and work in. We strive to foster belonging and empowerment within an equitable working environment, welcoming and encouraging applications for this post from people of all backgrounds and lifestyles.

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