

ROYAL ACADEMY OF DANCE

Person Specification

Job Title: Community Artistic Coordinator

Directorate: Artistic

	<i>Essential</i>	<i>Desirable</i>
Experience	<p>Has worked as an inspiring dance artist and dance teacher in diverse community settings.</p> <p>Experience of working with young people and/or vulnerable adults and with a range of diverse communities and participants.</p> <p>Team leadership experience, including support and development of colleagues.</p> <p>Experience of motivating, working with and developing relationships with other organisations, as well as colleagues internally.</p> <p>Experience of working within and managing a budget to creatively maximise results for participants.</p>	<p>Experience of quality assuring the standard of dance teaching and programming</p> <p>Experience of developing and improving dance programmes, to deliver cohesive and effective programmes that best serve the needs of the participants.</p> <p>Experience of recruiting, selecting, training and mentoring independent contractor teachers</p> <p>Experience of coordinating Programmes and/or events, including monitoring and evaluating them for reporting purposes.</p> <p>Experience of writing funding bids and reporting to funders.</p>
Education and Qualifications	<p>Experienced dance teacher</p>	<p>Professional dance experience</p> <p>Graduate of a vocational dance training school / college or equivalent.</p>

<p>Knowledge</p>	<p>Knowledge and understanding of community outreach and its outcomes for young people.</p> <p>Understanding of different dance genres and their interrelationship.</p> <p>Working knowledge of Health and Safety practices and procedures (including Risk Assessment).</p>	<p>Working knowledge of relevant legislation for working with children and young people including safeguarding.</p> <p>Knowledge and understanding of the various demographics of London.</p> <p>Knowledge of UK state sector educational contexts</p> <p>Knowledge of General Data Protection Regulation (GDPR).</p>
<p>Attained Skills and Abilities</p>	<p>Enthusiasm and commitment to improving the lives of young people through the arts.</p> <p>Proven collaborative working style and excellent interpersonal and customer focus skills to form effective relationships with a diverse range of people at all levels (e.g. internal colleagues and external contacts, including teachers, students, families, and administrators.</p> <p>A questioning mindset that seeks to evaluate our work and ensure our offerings are engaging and developing young people's skills</p> <p>The ability to make decisions.</p> <p>The ability to contribute and develop your own strategic ideas.</p> <p>Proactive in managing complex professional issues, using a solution focused approach.</p> <p>Ability to manage and coach a team to support their</p>	<p>Enthusiasm and commitment to improving the lives of young people through dance.</p>

	<p>development and coordinate their activities to agreed targets</p> <p>Excellent verbal and written communication skills in English</p> <p>Proficient numeracy skills with an understanding or awareness of financial control and monitoring procedures.</p> <p>Strong IT skills particularly Microsoft Office applications.</p> <p>Excellent organisational skills; ability to plan, prioritise and meet deadlines, with an independent self-motivated approach to work</p> <p>Tact, diplomacy and the ability to remain calm, demonstrating resilience under pressure.</p>	
<p>Circumstances</p>	<p>An offer of employment in this position will be subject to an Enhanced Disclosure from the Disclosure and Barring Service.</p> <p>We want to ensure we reflect the communities we serve and therefore we particularly welcome applicants from Black, Asian and ethnically diverse backgrounds, D/deaf & disabled communities and from individuals who are underrepresented in the cultural sector.</p> <p>The post holder will be required to work some evenings and weekends, for which time of in lieu will be given.</p>	