

Dance City Job Description

Centre for Advanced Training (CAT) Administrator

Based at:	Dance City, Newcastle upon Tyne
Responsible to:	Dance City CAT Manager
Purpose:	To assist the co-ordination of the Dance City CAT and its activities.
Hours:	Part Time 0.4 FTE (16 hours per week) – including evenings and weekends
Salary:	£20,800 Pro Rata (£8,320 actual per annum)
Overtime:	Overtime payments will be made with prior agreement from your Line Manager
Probationary period:	6 Months
Notice period:	4 Weeks

TASKS

- **Duties:** to undertake the administration of the Dance City CAT and its activities and to support the CAT Manager, as well as other Dance City projects where appropriate
- **Record-Keeping:** to support the maintenance of up-to-date records of all CAT activities.
- **Budget:** to support the maintenance of accurate budgets
- **Development:** to support the CAT Manager in maintaining records for all the CAT recruitment activity, including liaising with CAT staff and school teachers, as appropriate
- **Communications:** to support all internal and external communication and information relating to the CAT between the CAT Manager, students, teachers, artists and Dance City staff.

- **Coordination:** to support the setup of staff meetings and ensure that all action from staff meetings is recorded. To support the coordination of the CAT Taster Days, Boys Workshop and the CAT audition processes, including giving accurate information to students and parents/guardians. To work with the CAT Manager to produce individual timetables for each student
- **Teachers, Artists and Student Liaison:** to support the development and maintenance of positive relationships with all of the teachers and artists working within the Dance City CAT and to act as a point of contact for all CAT students and their parents/guardians. To support the collation of end of term reports for all CAT students and set up meetings with parents/guardians, as and when needed.
- **Schools Liaison:** to support communications with schools and venues to coordinate training activity and ensure that the programme runs smoothly for all concerned and to book space and facilities as required
- **Marketing:** To maintain and update the CAT information on the Dance City website. To support the delivery of presentations about the Dance City CAT during Taster Days and at other relevant CAT events
- **VIP Liaison:** to support the coordination of VIP lists and invitations to events and to successfully organise VIP events and hospitality where necessary
- **Information:** to respond to general enquiries as and when necessary. To provide statistics and data for National Dance CAT marketing, as and when required.
- **Training:** to attend training as and when necessary and to develop relevant knowledge and skills.

The successful applicant will be required to undergo a check through the Disclosure and Barring Service (DBS)

COMPETENCIES

Competence Requirements	Level	Description
LISTENING AND LEADING	2	Is required to communicate effectively with more difficult internal/external contacts, on a limited range of subjects relating to individual role, using tact and discretion when required. Is required to adapt personal style to develop and maintain relationships.
INNOVATION AND EMBRACING CHANGES	2	Is required to recommend and implement occasional changes to working practices, in response to the changing needs within own area of responsibility. Needs to work with others to contribute to the development and application of new approaches and systems, when directed.

THINKING AHEAD AND PLANNING	3	Is required to accurately identify the resources required to enable the successful short-term planning and completion of day to day activity to ensure the achievement of agreed objectives. Needs to effectively manage those resources and build in contingencies to allow for a certain degree of flexibility and completion of ad-hoc tasks as and when required.
LEADING THE WAY IN THE DANCE SECTOR	2	Is required to have a good understanding of their own area of work as well as Dance City's mission, goals and values, policies and procedures and operate within them.
INFORMED, INFORMATIVE AND INFORMING	1	Is required to provide information to individuals to enable completion of a particular task. Needs to be a team player, passing on relevant information to other team members and ensuring all relevant knowledge and information is shared. Required always to act with integrity
EMPLOYEE QUALITY, SHARING BEST PRACTICE AND PROMOTING SUCCESS	1	Is required to train, mentor and/or coach other members of staff, acting as a good role model for Dance City. Is a team player.
RIGOROUS, RESPONSIVENESS AND FLEXIBILITY	3	Is required to identify and respond to complex risks where errors or events would pose a major risk to the reputation or client relationships within Dance City
EXPERIENCE	2	Is required to have some previous experience relevant to the job.
SPECIALIST KNOWLEDGE	2	Is required to have a basic level of specialist knowledge relevant to the job.
QUALIFICATIONS	1	The role does not require any formal qualifications.

Notes

- Qualified First Aider or willingness to be trained.
- Strong Safeguarding knowledge/willing to participate in training and/or relevant up to date Safeguarding certification.