

Dance City Job Description

Centre for Advanced Training (CAT) Manager (Maternity Cover)

Based at:	Dance City, Newcastle upon Tyne
Responsible to:	Artistic Director and CEO, Dance City
Responsible for:	CAT Administrator, CAT Tutors, CAT Assistants; Other staff within department as appointed
Purpose:	To undertake the Management and lead co-ordination of the Dance City CAT and its activities.
Hours:	Full Time (40 hours per week)
Salary:	£26,000 – 30,000
Overtime:	Overtime payments are not made, however time of in lieu can be provided.
Probationary period:	3 Months
Notice period:	12 Weeks

TASKS

- To lead on the strategic development of the CAT programme alongside the Artistic Director and CEO and CAT Associate Artists.
- Manage and execute the Dance City CAT and its activities and to support the administration of CAT as required.
- Record-Keeping: to lead the maintenance of up-to-date records of all CAT activities. To keep accurate records for each student within the CAT on their progress, health, financial and participation details. To collate required information for reports to the Department for Education and the Dance City Board. To ensure that GDPR policies and procedures are followed to protect the personal data of CAT students and their families.

- Budget: to conceive, monitor and control delegated budget and maintain accurate records, including credit control of the CAT
- Development: To engage in dialogue with further and higher education level dance training providers in the region and across the country to ensure that the Dance City CAT remains at the forefront of national training opportunities.

To retain an overview of Dance City's wider training and delivery to ensure connectivity across provision at all times.

To develop external partnerships with other regional arts/dance/education providers to promote the opportunities for people to train at the Dance City CAT.

To work with other CAT and other national bodies to ensure that the Dance City CAT meets national benchmarks for excellence.

To maintain an up to date knowledge of pre-vocational training developments in the UK and internationally

To attend the national CAT meetings as required representing Dance City's and wider national interest in developing young people on the National CAT programme.

- Communications: to function as the focal point for all internal and external communication and information relating to the CAT between the CAT Manager, students, teachers, artists and Dance City staff. To assist the Dance City Communications Team in the creation of appropriate literature to support the CAT
- Coordination: to assist Administrator to set up staff meetings and ensure that all action from staff meetings is recorded. To coordinate the CAT Taster Days and the CAT Audition processes, including giving accurate information to students and parents/carers. To work with the CAT Administrator to produce individual timetables for each student
- Continued Professional Development: To support and advise on professional development opportunities for CAT tutors as appropriate.
- Teachers, Artists and Student Liaison: to develop and maintain positive relationships with all of the teachers and artists working within the Dance City CAT and to act as one of the points of contact for all CAT students and their parents/carers. To collate end of term reports for all CAT students and set up meetings with parents/carers, as and when needed. To ensure that all staff are contracted accurately.
- Schools Liaison: Support the Administrator to liaise 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 monitor marketing activities to ensure that they are within agreed parameters set by the Artistic Director and to maintain and update the CAT information on the Dance City website. To deliver presentations about the Dance City CAT during Taster Days and at other relevant CAT events

- Performance and Residencies: To programme and deliver regular showcases of CAT student work and provide opportunities for CAT students to perform at other events. To programme inspirational professional artists to deliver residencies as required.
- VIP Liaison: to take responsibility for coordinating VIP lists and invitations to events and to successfully organise VIP events and hospitality
- Information and Evaluation: To support Administrator and set up systems to respond to general enquiries as and when necessary. To lead on CAT compliance matters, provide statistics and data for National Dance CAT marketing, as and when required. To design and set up support/mentoring structures for the CAT students.
- Safeguarding: To be the lead Safeguarding Officer for the CAT programme. To foster and develop best practice for safeguarding
- 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	3	Is required to communicate effectively when handling difficult contacts, internally and externally, in which elements of negotiation and influencing are vital.
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	3	Is required to have a strong understanding of all Dance City's business areas and how each contribute to Dance City's overall objectives and goals.
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	3	Is required to have an intermediate 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.