

# CENTRE FOR ADVANCED TRAINING MANAGER APPLICATION PACK



Pictured: Richard Chappell Dance performing *Hot House*  
Image credit: Jack Thomson

**PERMANENT, FULL TIME**  
**Salary: £30,850 per annum**

To undertake the management and lead co-ordination of the Dance City Centre for Advanced Training and its activities.

# INTRODUCTION

Thank you for your interest in Dance City.

Cultural organisations need to create strong partnerships, relationships and messages to thrive. The CAT Manager is a crucial role for Dance City's offer. The role helps shape the futures of the young people we work with, and partners with a national network of organisations to deliver this Department for Education scheme. The CAT enables more people to be moved through dance and the arts from all communities across the North East.

We are primarily looking for someone who is experienced in programme management in any sector, knowledgeable about managing people, activities, and grants. You'll be a dynamic person – someone who is a natural networker, communicator and actively enjoys the offer of the cultural community. Experience in education and cultural activity would also be welcomed but you'll be passionate about young people and talent development, and committed to working as part of a cohesive team. You are someone who wishes to learn more from the people around them and the communities we serve. You will be a natural leader, explorer and enabler. The idea of wanting to take people on a journey of transformation through culture excites you. The organisation is deeply committed to equality, diversity and inclusion as well as environmentally sustainable performance. Dance City has been awarded 'Outstanding' by Arts Council England for the Creative Case for Diversity.

The Dance City team is passionate, committed and knowledgeable. Our customers and audiences are a delight. The Board has created a solid foundation for robust governance. If our vision and mission is something you feel you could contribute to with effervescence, transparency and attention to detail, we would love to hear from you.



Anand Bhatt  
Artistic Director  
& CEO



Catherine Johns  
Executive Director

# ABOUT DANCE CITY

We believe in the power of dance to invigorate people and communities, and for dance to hold a special place in people's hearts. Our mission is to ensure the North East is the best place to dance and experience dance.

Dance City is the biggest dance house in the North of England, employing around 130 staff and freelancers. We are responsible for dance development in the whole of the North East region and a population of 2.5 million.

We are a **Catalyst, Convener and Creator** of excellent dance and movement experiences from the North East, for the North East and the world.

## **A Theatre Dedicated To Dance**

Dance City has an intimate 240 seat theatre dedicated to showcasing dance performances from the North East, the UK and across the globe.

## **Dance For Every Body**

We offer over 70 public classes a week in all forms of dance, from ballet to street to Bollywood.

## **Dance Careers Start Here**

The Dance City Training Academy offers specialist dance training for gifted and talented young people from age 10 through our Centre for Advanced Dance Training (CAT), in partnership with the Department for Education, and our BA (Hons) Professional Dance in partnership with University of Sunderland.

## **Dance Careers Thrive Here**

Public subsidy and surplus commercial income allow us to be at the heart of the art - supporting dancers to live their creative careers. We offer professional artists in the North East free daily dance classes, commission opportunities, CPD, free studio space and much more.

## **Communities Dance With Us**

Dance City is not a building, Dance City has a building. Our engagement team gets generations moving from Berwick to Middlesbrough, Hexham to South Shields, in schools, community centres, parks, playgrounds and more.





# ABOUT THE CENTRE FOR ADVANCED TRAINING PROGRAMME (CAT)

Dance City's Centre for Advanced Training (CAT) is part of the Department for Education's Music and Dance Scheme, offering Contemporary and Street Dance training to young people across the North East.

We are part of a national network of 11 organisations delivering a breadth of dance education across the UK. More information about the National CAT programme can be found at [www.nationaldancecats.co.uk](http://www.nationaldancecats.co.uk)

Our mission is to inspire and empower gifted and talented young people to fulfil their dance and creative potential.

The Dance City CAT Contemporary programme is based in Newcastle and the CAT Street Dance programme is based in Sunderland. Applicants need to be aged 10 – 16 to apply for one of our programmes and once registered as a student, can continue training up to age 18.

The Dance City CAT provides a welcoming, professional and passionate environment, which enables individuals to thrive

*"[CAT is] such a great learning experience and has the ability to boost you into a career of dance, but also you can take with you so many things that will help you in any sort of industry or in any aspect of life. – Dance City CAT Alumni, Daisy"*

# CENTRE FOR ADVANCED TRAINING MANAGER

## JOB DESCRIPTION

**CONTRACT:**

Permanent

**PROBATIONARY PERIOD:**

6 months

**NOTICE PERIOD:**

1 week during probationary period, 12 weeks on satisfactory completion of probationary period

**OVERTIME:**

Overtime is not paid. Time off in lieu (TOIL) may be taken for any extra hours worked, as authorised by your line manager.

**ORGANISATIONAL RELATIONSHIPS:**

Post holder reports to the Artistic Director & CEO

**ORGANISATION DIRECTIVES**

- DBS: Yes
- Budget Holder: Yes
- Line Manager: Yes
- Duty Manager: Yes
- Fire Warden: Yes
- Safeguarding Officer: Yes
- First Aider: Yes
- On Call Rota: No
- Senior Leadership Team: No

**SALARY:**

£30,850 per annum

**LOCATION:**

Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR

**HOURS:**

40 hours per week (1.0 FTE), working pattern to be agreed with the Artistic Director & CEO.

We welcome remote/home-working applications, however, please note the role will require the post-holder to be based in the office 3 days per week as a minimum.

Evening and weekend working will also be required to fulfil the demands of the role. The post-holder will also be required to travel in the North East region, across the UK and internationally from time to time to further the objectives of the post-holder and organisation.

## **CAT Manager Specific Duties and Responsibilities**

- Supporting the Artistic Director & CEO to lead on the strategic development of CAT Programme
- Leading on all CAT activities with overall responsibility for CAT delivery
- Leading on CAT student recruitment, student taster days and auditions
- Ensuring CAT schools liaison is managed appropriately and effectively within the CAT team
- Leading on CAT record-keeping for each student within the CAT on their progress, health, financial and participation details
- Ensuring effective management of the Department of Education (DfE) grant: collate required information for reports to the Department for Education and the Dance City Board; assessing grants, carrying out sensitive financial conversations with parents, and submitting paperwork to the DfE
- Supporting the CAT annual audit process
- Ensuring CAT timetable and content meets the needs of its audience
- Ensuring teaching quality assurance is maintained at the highest level
- Delivering regular showcases of CAT student work and providing opportunities for CAT students to perform at other events
- Programming inspirational professional artists to deliver residencies as required
- Working with other CAT and other national bodies to ensure that the Dance City CAT meets national benchmarks for excellence
- Attending the national CAT meetings as required representing Dance City's and wider national interest in developing young people on the National CAT programme
- Maintaining an up-to-date knowledge of pre-vocational training developments in the UK and internationally

## **General Administration**

- Managing the day to day operations and activity of the department
- Setting/undertaking and reviewing complex scheduling using in-house software and MS Office 365
- Leading department meetings
- Representing the department at internal meetings
- Managing specific meetings/events for the department and delegating tasks as appropriate
- Identifying areas for improvement, revision or change within the department and raising with Executives

## **Communication and customer service**

- Managing escalated customer enquiries from the Ticket Office, face to face and via phone and email, handling potentially challenging issues
- Ensuring high quality and accurate communications from the department
- Supporting the strategy for department communications
- Leading on the copy-writing of department programme/activity information for external distribution
- Supporting Dance City marketing initiatives
- Maintaining positive relationships with individuals and organisations, key funders, relationship managers, stakeholders, students/parents, etc.
- Identifying new potential partners and funders

Representing Dance City on steering groups, meetings and events

## **Building and Facilities Management**

- Setting high standards of building presentation
- Undertaking specific building duties
- Ensuring facilities tracker is used for recording building issues

## **Health and safety**

- Ensuring Health & Safety compliance of the department
- Carrying out risk assessments
- Ensuring that staff have required training to safely undertake work
- Manage working patterns to ensure safe working

## **Financial**

- Managing the department budget; monitoring and report as per Dance City finance structure
- Reporting on income/expenditure and responsible for ensuring accurate recording within the department
- Meeting with the Finance department on a monthly basis
- Approving department spend: invoices, petty cash, prepaid cards
- Ensuring compliance of the department with financial processes; that work is undertaken to the appropriate standard and with appropriate checks in place
- Supporting Executives with finance review processes, funding application budgets and budget monitoring and evaluation
- Contributing to funding applications as required
- Supporting income generation strategy within the department and wider team as appropriate
- Implementing any approved income generation processes within the department
- Managing contracting and procurement for the department

## **HR**

- Committing to the appraisal process and to their own personal and professional development
- Managing compliant recruitment processes for the department
- Managing staff inductions e.g., orientation, initial training on Dance City software and databases
- Identifying training needs within the department and implementing activity
- Supporting personal development of the team with appraisals
- Supporting other Managers, Senior Managers and Executives with HR processes across the wider team as required
- Determining DBS requirements for the department, seeking advice from Executives
- Ensuring Safeguarding compliance within the department, seeking advice from the Lead Safeguarding Officer
- Knowledge of Equality, Diversity and Inclusion and Anti-discrimination

## **Data and IT**

- Ensuring that data is managed appropriately and securely
- Reviewing databases and systems to ensure GDPR compliance in the department
- Leading the creation of data collection surveys/forms
- Leading data review and analysis for presentation and evaluation

- Leading data collection for external evaluation, e.g., Arts Council England
- Undertaking high level evaluation and report writing for example, Arts Council NPO and funders
- Raising any data compliance issues or concerns immediately and in line with Dance City policy
- Adhering to strict confidentiality and not divulging to anyone personal and/or confidential information to which they may have access during the course of their work

## **Governance**

- Preparing reports for Board and Committees meetings
- Representing department at relevant Board and Committee meetings
- Leading on defining and ensuring quality assurance requirements are upheld
- Responsible for policy and procedure compliance within the department across all activity

## **Leadership/ managerial / strategy**

- Leading the overall department
- Leading on the development of strategy and programmes
- Supporting review of Business Plan and future strategy
- Leading on longer term projects as required
- Line managing staff
- Managing, delegating, and tracking multiple pieces of work within a fast-moving environment to meet deadlines and Dance City's objectives
- Deputising for other Managers, Senior Managers, Heads of and Executives

***This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out such other duties as may be necessary from time to time.***



# PERSON SPECIFICATION

## ESSENTIAL:

### Skills, Knowledge and Experience:

- Minimum 3 years' experience of high-level administration and programme management or producing
- Minimum 2 years' people management experience
- Demonstrable report writing and evaluations for programmes/projects
- Customer service, client experience and liaison
- Experience handling difficult situations/having difficult conversations
- Experience of complex scheduling
- Minimum 2 years experience working with budgets
- Experience of using databases and analysing data
- Experience working on and managing multiple projects simultaneously
- Experience working collaboratively
- Some knowledge of building operations and facilities management
- Knowledge of Health and Safety in the workplace and compliance i.e., undertaking risk assessments, First Aid and Fire Warden trained (or willingness to become so)
- Knowledge of GDPR principles
- Knowledge of Equality Diversity & Inclusion
- Knowledge and experience of Safeguarding
- Excellent computer literacy with experience and knowledge of Microsoft Office Suite, particularly intermediate - advanced MS Excel.
- Strong written and verbal communication skills
- A high level of practical and organisational skills

### Characteristics

- Team player
- Enthusiastic
- Flexible
- Positive attitude
- Highly focused to give high attention to detail
- A high degree of self-motivation and discipline
- Commitment to ongoing CPD
- Ability to work in a changing and flexible organisation
- Ability to assess situations, act on own initiative and justify decision-making
- Ability to build rapport with people from all backgrounds, of all abilities, and of all ages
- An understanding and commitment to equality, diversity and inclusion and antidiscrimination

**If you are excited by this opportunity but feel you may not meet all of the essential skills, knowledge and experience listed, we still encourage you to apply!**

**The most important aspects of the role we are looking for are:**

- **Programme Management**
- **Ability to work flexibly and adapt to change**
- **Ability to build rapport**

**DESIRABLE:****Skills, Knowledge and Experience:**

- Budget holder experience
- Some understanding of HR principles, best practice
- Experience working as a Designated Safeguarding Officer
- Experience working with children as part of a role
- Safeguarding Level 3 qualification
- Working in a cultural organisation
- Writing funding applications and grants
- Evaluating programmes/projects for funders and stakeholders
- Venue programming experience
- Knowledge of pre-vocational/training developments in the UK and Internationally
- Knowledge of the UK dance sector
- Some knowledge of building operation and facilities management
- Experience of cash handling
- First Aid and Fire Warden trained

## HOW TO APPLY

Please send a completed application form, along with a completed Equality Monitoring Form to [philippa.mcardle@dancecity.co.uk](mailto:philippa.mcardle@dancecity.co.uk) by 12 noon on Thursday 3 October 2024. Interviews will be held at Dance City on Friday 11 October 2024.

Please note that any offers of employment are subject to two satisfactory references, of which one must be from a current or most recent employer. Evidence of right to work in the UK is also required.



For an informal chat about the role, please contact Anand Bhatt, Artistic Director & CEO: [anand.bhatt@dancecity.co.uk](mailto:anand.bhatt@dancecity.co.uk)

If you require this information in a different format, or would rather submit a video or audio file, please let Philippa McArdle, HR Manager, know and we can enable this to happen.

Dance City actively encourages applications from those with less visibility in the arts. We specifically welcome applications from women, disabled people and those from Black, Asian, ethnically diverse, LGBTQ+ and international backgrounds with the right to work in the UK.

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 @dance\_city\_newcastle

