

DANCEWEST. Studio



DANCEWEST.

ABOUT DANCEWEST

DanceWest has pioneered high-quality dance programmes in West London since 2015 offering a creative response to local and social issues including poor health. DanceWest is a registered charity (1179424) and registered company (1099119) founded by Choreographer and Producer, Rosie Whitney-Fish. DanceWest engages 36,000 people in 70 weekly classes across seven inner & outer west London boroughs. In response to the Covid-19 crisis, DanceWest has put together a cohesive programme of online classes, creative challenges and socially distanced programmes. DanceWest is supported by a voluntary board of trustees a diverse pool of partners and funded by Arts Council England, the National Lottery and a variety of trusts and foundations. The charity supports 54 freelance teachers who deliver the community dance programmes and two members of staff including the Chief Executive who manage the delivery, fundraising and strategic operation.

DANCEWEST MISSION

DanceWest mission is to engage people of all ages and abilities in high quality dance activity, improve the mental, physical health and wellbeing of all people through dance. We believe that dance enriches lives and is the catalyst for positive change in our community.

DanceWest vision is to:

- Encourage everyone to participate in dance
- Use dance to respond to local and individual need
- Be open and accessible to everyone.

Our vision is delivered through a programme of non-profit making:

- Community Projects: responding to local need to improve health and wellbeing and reduce social isolation among older people, provide safe and inclusive dance activity for young people with disabilities and tackle physical inactivity among children and young people.
- Classes: providing affordable dance classes for children, young people and adults.
- School & University projects: supporting dance in and outside the curriculum, creating work experience and training opportunities for future dance professionals.
- Performances: curating and producing performances and bespoke dance events.
- DanceWest Network: offering professional development, employment and networking opportunities for dance artists.
- Our reach: Our community programmes are delivered across seven West London boroughs including: Brent, Hammersmith & Fulham, Hounslow, Richmond, Kensington and Chelsea, Kingston and Westminster.

GENERAL MANAGER DANCEWEST

Reporting to: Chief Executive
Responsible for: Community Producer & DanceWest Studio teaching staff.

DanceWest is looking for an experienced, enthusiastic and highly organised General Manager to manage the day to day administration and general management of the DanceWest Studio and operations at Sands End Arts and Community Centre (www.seacc.uk). The General Manager is responsible for the smooth and efficient day-to-day running of DanceWest with particular focus on the systems and operations of our studio. You will lead our administration and play a lead role in operations, HR and policy, as well as a supporting role in compliance, governance and planning.

HOW TO APPLY

This pack contains the job description and person specification for the position of General Manager at DanceWest. To apply for the post please provide a completed equal opportunities form and your CV. Email this to Rosie@dancewest.co.uk Please state General Manager in the subject line.

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Deadline for applications is 12pm on Monday 28 February 2022.

Interviews will take place on week commencing 7 March 2022.

JOB DESCRIPTION

Reporting to: Chief Executive

Responsible for: Community Producer and DanceWest Studio teaching staff.

Background: *Dance has the power to change everyone's lives and we believe that everyone should have the opportunity to access it.*

DanceWest has pioneered high-quality dance programmes in West London since 2015 offering a creative response to local and social issues including poor health. DanceWest is a registered charity (1179424) and registered company (1099119) founded by Choreographer and Producer, Rosie Whitney-Fish. DanceWest engages 36,000 people in 70 weekly classes across seven inner & outer west London boroughs. In response to the pandemic, DanceWest has put together a cohesive programme of online classes, creative challenges and socially distanced programmes.

DanceWest is supported by a voluntary board of trustees a diverse pool of partners and funded by Arts Council England, the National Lottery and a variety of trusts and foundations. The charity supports 54 freelance teachers who deliver the community dance programmes and two members of staff including the Chief Executive who manages the delivery fundraising and strategic operations.

In November 2021, we opened our studio at the award-winning Sands End Arts and Community Centre in Hammersmith & Fulham.

Purpose of the Job

The General Manager is responsible for the smooth and efficient day-to-day running of the studio with particular focus on the systems and operations of our building. You will lead our administration and play a lead role in operations, HR and policy, as well as a supporting role in compliance, governance and planning.

Duties and Responsibilities

Operations

- To manage the day to day administration of the company including office systems, internal communication, company information and overseeing the working environment.
- To also be responsible for the day to day general management of the building including IT and telephone systems, safety and security procedures and maintenance.
- To oversee studio operations line managing the receptionist and ensuring that the DanceWest provides excellent customer care and high standards of service to all visitors.
- To oversee risk assessment procedures for productions and events.
- To act as a keyholder for the studio.
- To oversee and support the reception, classes booking system and management.

HR and Personnel

- To manage the HR function.
- To oversee the personnel administration including recruitment, induction, employment contracts, delegating to the Administrator as appropriate.
- To oversee performance management.
- To oversee the professional development for staff, maintaining records of staff training and working with line managers to identify suitable training opportunities for staff.
- To ensure that DanceWest is compliant with all appropriate statutory and union regulations.

Policies

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- To ensure the DanceWest policies are regularly updated, compliant, clearly communicated, implemented, and fit for purpose.
- To manage, support, implement and abide by the Health and Safety Policy, ensuring that all members of the company are trained in and comply with emergency and safety procedures.
- To actively monitor the Equalities Policy and Action Plan (diversity, access, equal opportunities), ensuring all personnel are involved in its implementation.
- To ensure the highest standards of Child Protection and Safeguarding of vulnerable adults.

Governance and Administration

- To support the Chief Executive with managing board processes including the drafting of board papers as required, including agendas; to attend and minute Board meetings, and maintain board records.
- To support with Arts Council England and other public funders and providing any other information as required by the Chief Executive.
- To support the Chief Executive in legal and statutory matters relating to the main company and its subsidiaries, and provide support and advice for the Senior Management Team on such matters.
- To be responsible for ensuring all premises, staff and productions are adequately insured.

Finance

- To manage administrative/operational budgets.
- To oversee the ongoing review of supply contracts ensuring both value for money and ethical and environmental standards are achieved.

Organisation

- To attend and chair weekly operations meetings.
- To attend regular Company meetings.
- Adhere to, and actively contribute to, DanceWest policies, including Equalities (diversity, access, equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of DanceWest.
- To act always in the best interest of DanceWest.

Person Specification

Essential

- 3-4 years' experience working in a comparable environment
- Knowledge of Health & Safety legislation
- Proven experience of HR management
- Proven experience as a line manager: motivating, developing a wide range of staff, set clear objectives, providing feedback, use of performance management processes
- Experience of building management
- Experience of procurement and resource management
- Experience of preparing and negotiating contracts
- Numerate and financially aware, with experience of budget management
- Absolute attention to detail
- A collaborative and 'team player' approach to work
- Excellent interpersonal skills and good written and verbal communication skills

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- Excellent organisational and time management skills and the ability to manage a busy workload, prioritise and work to deadline
- Commitment to best practice
- Ability to work with a calm manner under pressure
- A high level of computer literacy and knowledge of IT systems, in particular with relation to Microsoft Office applications and email
- Knowledge of equal opportunities practice
- A passion or interest in theatre or performing arts
- Excellent customer service skills, including ability to communicate with customers efficiently in a courteous, professional manner under pressure
- Experience of Arts venue management

Desirable

- Experience of working with QuickBooks accounting software.
- Understanding of child protection practice and safeguarding vulnerable adults.
- A commitment to environmental sustainability

Terms and Conditions

Hours: Full time, 9.00-5.00pm based at the DanceWest studio although some evenings and weekend work will be required.

Salary: £30k depending on experience

Pension contribution: DanceWest offers a NEST pension scheme.

Holidays (if applicable): 22 days per annum plus Bank Holidays
Rising to 23 days after two years' service
Rising to 24 days after four years' service

Probation: 6 months

Contract type: Permanent

Notice period: Two-months

DBS: A enhanced DBS is required for this role. DanceWest can support with an application as part of the recruitment process.

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Equal Opportunities form

1 Personal details

Name: _____

Date of birth: _____

Gender

☐
☐

Male

Non Binary

☐
☐

Female

Prefer not to say

2 Diversity

Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself.

Your ethnicity is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality.

White

☐

British

☐

Irish

☐

Any other White background, please state

Asian or Asian British

☐

Asian Bangladeshi

☐

Asian Indian

☐

Asian Pakistani

☐

Any other Asian background, please state

Black or Black British

☐

Black African

☐

Black Caribbean

☐

Any other Black background, please state

Chinese or other ethnic group

☐

Chinese

☐

Any other, please state

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Dual Heritage

- ☐ Dual Asian and White
- ☐ Dual Black African and White
- ☐ Dual Black Caribbean and White
- ☐ Dual Chinese and White
- ☐ Any other background, please state _____

Do you consider yourself to have a disability?

- ☐ Yes
- ☐ No

Please tick the sexual orientation category that best represents you.

- ☐ Lesbian
- ☐ Gay
- ☐ Bisexual
- ☐ Heterosexual
- ☐ Prefer not to say

Please tick the marital status category that best represents you.

- ☐ Single
- ☐ Married / Civil Partnership
- ☐ Co-habiting
- ☐ Divorced
- ☐ Separated
- ☐ Widowed

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Diversity continued

Do you have dependants? Dependants might include children, the elderly, or other people who rely on you for care.

- ☐ Yes
- ☐ No

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How did you learn about this vacancy?

- | | |
|--|------------------------------------|
| <input type="checkbox"/> DanceWest Newsletter | <input type="checkbox"/> Press |
| <input type="checkbox"/> DanceWest Website | <input type="checkbox"/> Arts Jobs |
| <input type="checkbox"/> Social Media | |
| <input type="checkbox"/> Other (please state): _____ | |

DanceWest uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data. Including your signature below will signify your consent to our processing of this information.

Signature:

Date: