

# DANCEWEST.

## **DanceWest Community Officer**

Reporting to:

General Manager and Chief Executive

Responsible for:

DanceWest schools and community teaching staff.

DanceWest is seeking an experienced and organised Community Officer to manage a diverse programme of health and wellbeing projects for and with west London communities. This is a very exciting time to join the organisation in a brand new post. Leading the planning, delivery and administration of a diverse and exciting programme.

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.

Our 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.

### **How to apply**

This pack contains the job description and person specification for the position of Community Officer at DanceWest. To apply for the post please share a cover letter sharing more about your experience, a CV and complete the equal opportunities form. Email this to [Rosie@dancewest.co.uk](mailto:Rosie@dancewest.co.uk).

Deadline for applications is 6pm on Monday 4 April 2022.

Interviews will take place on week commencing 25 April 2022.

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## **Job Description**

**Reporting to:** General Manager & Chief Executive

**Responsible for:** DanceWest 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 DanceWest opened a professional studio at the Sands End arts and Community Centre, in Fulham ([www.seacc.co.uk](http://www.seacc.co.uk)).



## **Purpose of the Job**

The Community Officer will develop, plan and lead a diverse programme of health and wellbeing projects in care homes, community centers, libraries and schools. A key responsibility of the role is to co-produce alongside our participants and partners to ensure the organisation is responding to local need and demand. The post should have experience in leading complex programmes and executing community events. As well as identifying and investigating new opportunities that are relevant to the organisations priorities.

## **What we are looking for**

A committed person passionate about enabling access to dance, health and wellbeing programmes.

## **Duties and Responsibilities**

### **General**

- To respond to enquiries to work in partnership with DanceWest.
- To develop and maintain relationships with DanceWest partners, teaching team and artists.
- To keep accurate record of participant data and statistics for reporting purposes.
- To keep up-to-date databases of participants' details (emergency contacts, details of health) that are secure (working with GDPR guidelines) and able to be used in an emergency.

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- To promote our work through community groups, local estates, schools, youth groups and forums to make sure everyone is aware of our work and it is well attended.
- To recruit participants for the programme working collaboratively with our partners.
- To communicate with all stakeholders for the success and smooth running of the project through email, phone, social media and copy for website and publications.

## **Schools**

- To contract and provide SLA agreements for these partnerships.
- To create developmental opportunities for Primary and Secondary schools.
- To also be responsible for the day to day administration of the schools programme.
- To contract and support DanceWest teaching staff to facilitate in the schools.
- To liaise with parents to promote activities, support the young people and obtain all the necessary permissions.

## **Studio**

- To deliver holiday projects supporting children & young people at risk of food poverty.
- To deliver our bursary scheme in partnership with John Lyon's Charity.

## **Events**

- To deliver large scale community events in partnership with the local authority, voluntary sector and non-profit organizations.

## **Community programmes**

### **Move to Health**

- To lead Move to Health a programme in partnership with local authorities, care homes, community centres and housing associations for adults 65+.

### **Dance for Dementia**

- To lead Dance for Dementia in partnership with the Dementia Action Alliance.

### **Move it Mondays & Groove to Health**

- To lead our programme for disabled children, young people and adults in partnership with Action on Disability.

### **Dancing Books**

- To lead Dancing Books our programme supporting families and children to develop literacy skills through kinesthetic learning.

## **Applicable to all areas of the role**

### **Project tracking, development & ownership**

- Manage external relationships with schools, community partners, voluntary sectors organisations, cultural organisations and businesses.
- Grow partnerships, affiliations and relationships.

### **Evaluation, monitoring**

- To monitor and evaluate projects for the purpose of funders to recognize and implement improvements or policy changes.
- To provide progress reports to senior management.

### **Finance**

- To work according to the project budgets for the programme and events.

### **Policies**

- Adhere to, and actively contribute to, DanceWest policies, including Equalities (diversity, access, equal opportunities), Environmental and Health & Safety.
- To abide by the Health and Safety Policy.
- To ensure the highest standards of Child Protection and Safeguarding of vulnerable adults.

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## Person Specification

### Essential

- Excellent project management skills with strong organisational, administrative and time management skills and proven ability to work on several projects simultaneously to meet deadlines.
- Four years' experience in leading community projects, activities and or events.
- A proven track record of developing projects with a health and wellbeing or social impact.
- Passionate about the work we deliver, enabling access to dance for everyone.
- Strong ability to build and manage positive working relationships with a range of stakeholders in internal and external settings.
- Excellent written and verbal communication skills with fluent English and adept and nurturing successful relationships with internal and external stakeholders.
- Experience of working with at risk and vulnerable members of the community.
- Experience of budget management and reporting.
- Demonstrable knowledge of the National Curriculum with particular reference to PE, Dance and Performing arts.
- A high level of computer literacy and knowledge of IT systems, in particular with relation to Microsoft Office.

### Personal qualities

- A positive and resourceful attitude.
- Self-motivated and committed.
- Able to work their own initiative and as part of a small team.

### Desirable

- An understanding or experience of co-production.
- Working, contracting and supporting freelance artists.
- Understanding of child protection practice and safeguarding vulnerable adults.
- Lived experience addressed by DanceWest work.

## Terms and Conditions

**Hours:** Monday-Friday, 09.30-5.30pm. This role will require flexible working hours for special events.

**Contract type:** Permanent/full-time position.

**Location:** London. Hammersmith & Fulham. Due to the nature of the role, face to face working and being based at our studio is essential.

**Office address:** Sands End Arts and Community Centre Peterborough Road, London SW6 3EZ

**Salary:** £24,000-£28,000 depending on experience.

**Pension contribution:** DanceWest offers a NEST pension scheme.

**Holidays (if applicable):** 22 days per annum plus Bank Holiday's

**Probation:** Six months

**Notice period:** Two months

**DBS:** An enhanced DBS is required for this role and we are able to support the applicant with obtaining a DBS check.

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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

How did you learn about this vacancy?

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- |  |                                    |
|--|------------------------------------|
| <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:**