One Dance UK
Dance in Education Manager
Job Description

Introduction
One Dance UK is the new lead industry body for dance formed on 1 April 2016 from the merger of the Association of Dance of the African Diaspora (ADAD), Dance UK, National Dance Teachers Association (NDTA) and Youth Dance England (YDE).

One Dance UK builds on the specialist expertise of the merged partners as a strengthened and streamlined body and single voice for the dance sector, nurturing and developing talent and delivering excellence in:

- dance of the African diaspora
- education
- health and well-being
- leadership and career development
- management
- performance
- youth dance

One Dance UK directly benefits over 40,000 people working in the UK dance workforce, it benefits children dancing in and outside school and it indirectly impacts on the millions of people who participate in dance and watch performances. One Dance UK provides:

- a single voice for dance
- a centralised knowledge hub and industry intelligence
- advocacy to policy makers and politicians
- a strategic programme including events, conferences, talks, professional and career development with industry-wide reach and benefit
- membership services
- and promotion of best practice and nurturing of talent

Overview of the role
The Dance in Education Manager is a new role and offers an exciting opportunity to shape the dance in education work of One Dance UK. Working closely with the Head of Children and Young People’s Dance, the Dance in Education Manager will ensure the effective delivery of One Dance UK’s work with the formal education sector including the Continuing Professional Development (CPD) programme for teachers in schools, One Dance UK’s Arts Award and Arts Mark projects and the development of a range of online and printed resources for teachers. The role will also take a lead in increasing teachers’ and schools’ membership of One Dance UK. The Dance in Education Manager will work closely with the Industry Relations and Artist Development Managers, and Dance of the African Diaspora and Healthier Dancer Programme teams to ensure that synergies across all areas of One Dance UK’s work are maximised.
The office base, currently in London, will, providing One Dance UK’s forthcoming NPO bid to Arts Council England is successful, be relocated to Birmingham enabling One Dance UK to work closely with a regional dance hub whilst retaining and developing its role as the national body for dance. The Dance in Education Manager contract is offered on a fixed-term basis in the first instance until the details and timeframe for the move to Birmingham are confirmed.

Roles and responsibilities

Delivery of One Dance UK’s dance in education activities
- Manage the day to day operations of the teachers’ CPD programme including booking trainers, venues and catering, preparing materials for the courses and working with marketing colleagues on the promotion of the courses
- Lead on the delivery of One Dance UK’s Artsmark and Arts Award projects with support from the Head of CYP Dance
- Be the first point of contact for dance teachers and school queries
- Work with the Head of CYP Dance to develop resources for dance teachers in schools, to be provided as member benefits, on CPD courses and in One Dance UK publications, both online and in print
- Work with the Development team to identify sources of support for dance in education work and input into funding applications as required
- Collate data and write evaluation reports for dance in education projects
- Assist the Head of Children and Young People’s Dance with dance projects and events relating to dance for and with children and young people and their teachers and leaders

Networking and relationship development
- Help increase the teacher and school membership of One Dance UK by developing new strategies for engaging teachers
- Build links with relevant organisations such as Bridge organisations, dance venues and agencies and local authorities
- Maintain and develop relationships with schools, colleges, universities and conservatoires
- Assist with preparations for Expert Panel meetings and report to the Expert Panel as needed

Other responsibilities
- Represent One Dance UK at external meetings and events as required
- Work with the Marketing and Communications team to ensure that the database is clean, regularly updated and well-categorised
- Be aware of, and actively implement, the organisation’s policies including those for Equal Opportunities, Safeguarding, Diversity, Health and Safety and Environment
- Ensure all aspects of the dance in education programme operate in compliance with data protection and appropriate use of and permissions for images
- Work with the Head of CYP to set and manage project budgets
- Undertake any other duties commensurate with the post as directed by the Head of CYP Dance
- Attend regular evening and occasional week-end events which form part of One Dance UK’s dance in education programme
- Ensure effective administration of the dance in education programme
- Attend staff meetings and training sessions as required
Person Specification

Essential experience and skills

- A strong understanding of dance in the national curriculum and knowledge of its delivery in Free Schools and Academies
- Experience of delivering projects with and for schools
- A good understanding of Artsmark and Arts Award
- Understanding of the pressures and challenges faced by schools and the ability to articulate how One Dance UK could support them
- Understanding of the governance structures of schools and current changes with the extension of Academies and Free Schools
- Possession of a current disclosure and barring (DBS) check or be prepared to obtain one
- The ability to build and maintain good working partnerships
- A flexible approach and ability to work collaboratively as part of a small team
- Excellent written and verbal communications skills
- Availability to work some evenings and weekends as required including occasional overnight stays away from home

Desirable experience and skills

- Experience of writing funding applications
- Experience of budget setting and management

Employment details

Responsible to: Head of Children and Young People’s Dance

Salary: £25,000 p.a.

Terms: Fixed term contract to October 2017 with possibility of extension
Probationary period: 6 months. Notice period: 3 months

Hours: 40 hours per week including a one-hour unpaid lunch break each day

Holiday: 25 days p.a. plus bank holidays

Base: One Dance UK’s offices: Ensign House, Battersea Reach, Juniper Drive, London, SW18 1TA

How to apply

Please apply using the application form which can be downloaded from the One Dance UK website. When completing the form you should cross reference your skills and experience to the requirements outlined in the person specification and the duties listed in the job description for the position for which you are applying.

Completed application forms should be sent to rachel.gibson@onedanceuk.org by 5pm on Friday 22 July

Interviews will be held on Tuesday 2 August at One Dance UK’s office.
Additional information

One Dance UK is the Subject Association for Dance

Current CYP projects include

CPD for Dance Teachers
In line with our aim to raise the standards of dance nationally and as the Subject Association for Dance, One Dance UK is committed to providing and promoting high quality training opportunities for both young people and for teachers and practitioners who work with children and young people. One Dance UK has several Continuing Professional Development (CPD) opportunities that are led by expert trainers and are open to class teachers, PE school co-ordinators, dance coaches, dance artists, and Youth and Group Leaders.

U.Dance 2016 National Festival
U.Dance 2016 will take place 8-10 July, at The Lowry, Salford. Each year the U.Dance National Festival showcases a selection of the very best youth dance companies from across the country. U.Dance is not just about performance – it’s a chance for hundreds of young people to take part in workshops and masterclasses with dance industry professionals and inspire each other with a love of dance.

Young Creatives
An annual project run in partnership with The Royal Opera House, Rambert and other partners. This project helps young people develop their choreographic skills by working with leading professionals, and leads to public performances at Royal Opera House and Rambert.

Dance Ambassadors
One Dance UK has 20 Dance Ambassadors aged 16 – 25 who advocate for the work we do while developing their career potential. Dance Ambassadors gain an insight into the different areas of our organisation’s work and receive training on related topics. Dance Ambassadors receive:

- A training day covering areas such as project management, public speaking, marketing, etc.
- The opportunity to assist at some of One Dance UK’s events and conferences, or in the office on specific projects
- Free One Dance UK membership
- A letter from the Chief Executive congratulating them on their achievements at the end of their time as an Ambassador

Expert Panel
One Dance UK has established an Expert Panel: Children and Young People’s Dance. Mel Knott, a senior dance educationalist, has been appointed Executive Chair of the Panel. The Panel’s role is to advise and support One Dance UK in its work with, for and by children and young people and as the Subject Association for Dance. Members will provide advice and recommendations regarding strategy and policy direction for the organisation, including projects and programmes of work, partnerships and responding to government initiatives. Nine people were appointed to join the Panel from a list of some 30 applications from experienced senior dance educationalists and youth dance specialists.

Additional information can be found on www.onedanceuk.org