

ONE DANCE UK JOB PACK

Healthcare Facilitator





INTRODUCTION

One Dance UK is the national support organisation for dance and an advocacy body with a vision for a stronger, more vibrant, and diverse dance sector. We are part of the Arts Council England's National Portfolio (2023-27) and are also founding members of the National Institute of Dance Medicine and Science. We work closely with the Government and present evidence to advocate for and champion the value of dance as a vibrant and diverse art form across a multitude of sectors including health, physical activity, education, and as a cultural form of expression.

We create opportunities through pioneering advancements in dancers' health, lead national programmes to develop and champion young people's dance, and bring about sector-wide change. We provide information, resources, and opportunities to support those who work in dance, working closely with dance professionals and organisations.

One Dance UK provides one clear voice to:

- Support all those working in the sector to achieve excellence in dance performance, education and management
- Advocate for the increased profile and importance of dance in all its diverse forms and settings
- Enhance dancer's health, wellbeing, and performance
- Identify gaps, provide opportunities, and improve conditions for dance to be learnt, discussed, and seen

Our mission is to provide the information, training, resources, and opportunities needed to ensure the dance workforce is well-equipped to secure dance's prominence in the cultural landscape of the future, and to champion excellence and best practice across the sector. You can find out more about our work [here](#).

Equality, Diversity, and Inclusion are at the heart of the work we do at One Dance UK, and you can read more about how we put EDI into action [here](#).

Overview of the role

- Be a compassionate, professional, and efficient first point of call for dance-specific healthcare support
- Administer healthcare services including Screening, Wellbeing Packages, NHS dance injury clinics, and Health Cash Plans
- Support awareness of, access to, and engagement with dance-specific healthcare services
- Coordinate and minute meetings related to healthcare services



Role Description

JOB TITLE: Healthcare Facilitator

RESPONSIBLE TO: Head of Health, Wellbeing, and Performance

RESPONSIBLE FOR: N/A

SALARY: £26,500 FTE (£22,714 p.a.), non-negotiable

We offer 25 days of annual leave, in addition to public holidays in England and Wales, alongside additional benefits in post.

LOCATION: Dance Hub, Birmingham, UK. We are currently operating in a hybrid mode of working, with meetings occasionally held at our office. Some events/meetings in other parts of the UK may require attendance.

HOURS: This role is a part time (30 hours a week), pro rata contract position for a fixed period to March 2027. We welcome discussions on flexible working.



MAIN DUTIES AND RESPONSIBILITIES

Be the first point of call for healthcare queries



- Answer phone calls, emails, and messages related to dance-specific healthcare from dance professionals and students, e.g. how to access NHS and private healthcare services, treatment types, cost of treatments, and locations of treatments
- Provide information on One Dance UK's Healthcare Practitioners Directory, Screening, and Wellbeing Packages as well as working closely with partner organisations such as the National Institute of Dance Medicine and Science (NIDMS), British Association of Performing Arts Medicine (BAPAM), Dance Professionals Fund and BHSF to facilitate current and new developments in care pathways
- Answer queries regarding work placements, clinical observerships, and rotations in private and NHS healthcare settings with dancers

Administer healthcare partnership activities



- Administer healthcare services in collaboration with current and future delivery partners, including Screening, Wellbeing Packages, and Health Cash Plans
- Consult with healthcare professionals to support healthcare referrals or respond to queries
- Process personal data concerning health, keep detailed records, maintain GDPR compliant systems
- Collate data to support evaluation reports for health services to inform future provision and marketing
- Administrate projects including Healthcare Practitioners Directory and Health Networking Events
- Assist with the healthcare aspects of projects and events, including our One Dance UK Awards, U. Dance National Festival, and Annual General Meeting

Support awareness of, access to, and engagement with dance-specific healthcare services



- Increase awareness of healthcare for the dance ecology by collaborating with the Marketing & Communications team on communications and campaigns on social media, email, and ONE magazine
- Increase access to dance-specific healthcare by collaborating with the Membership & Business Development team to support individual and organisational members with healthcare add-ons (currently Screening, Wellbeing Packages) and member discounts on health services
- Help increase engagement with dance-specific healthcare by developing new resources that raise awareness of benefits and highlight how to make best use of them
- Maintain contacts, relationships and links with organisations and individuals relevant to healthcare, including healthcare practitioners and clinics, NHS hospitals or trusts, and others in the dance medicine community

Coordinate and minute healthcare meetings



- Coordinate and minute meetings relevant to healthcare services to communicate with partners, support the smooth running of healthcare services, update on research and developments, ensure the service experience is a positive one, and ensure all administration is up to date
- As needed, coordinate and minute consultative meetings with the dance sector to identify needs and inform the development of dance-specific healthcare

Person Specification

AREA	ESSENTIAL	DESIRABLE
Experience, skills and knowledge	<ul style="list-style-type: none">• Proven administrative and organisational skills, ideally in a healthcare setting• Excellent interpersonal and communication skills• Experience working with confidential sensitive data and the ability to comply with General Data Protection Regulations, or willingness to undertake training to do so• Strong IT skills related to word processing (e.g. Microsoft Outlook and Word); data processing (e.g. Excel), and online meeting platforms (e.g. Teams and Zoom)• The ability to work independently and effectively prioritise workload• Experience working with dancers• Good knowledge of dance injury and dance medicine	<ul style="list-style-type: none">• Undergraduate or master's degree in dance science, or master's degree in performing arts medicine• Database or Customer Relationship Management (CRM) experience

BENEFITS

- 25 days annual leave, in addition to bank holidays in England and Wales (pro-rated to working hours)
- Free eye test, and up to £55 towards glasses
- Enhanced sick pay
- Enhanced family leave pay, depending on service
- Family-friendly employer – we are a member of Parents and Carers in the Performing Arts (PiPA)
- Staff season ticket loan
- Paid compassionate and emergency leave for dependent care
- Allowance for tickets to dance shows
- Access to an Employee Assistance Package (EAP) through BHSF



Screening at the University of Wolverhampton by One Dance UK, Dani Bower

HOW TO APPLY

Please send your CV and cover letter explaining how you fit the person specification, and what you could bring to the role to jobs@onedanceuk.org with 'Healthcare Facilitator – Application' as the subject line. Please also complete the **EDI form** as part of your submission.

Applications will close on the **Monday 4 May 2026 at 12 midday**. We expect to conduct interviews w/c 11 May. The successful candidate will need to be able to start no later than the w/c 15 June.

Whilst we understand that AI is a useful tool for some, we would encourage your application to be truly reflective of your capabilities. You should not use AI to generate false information and should ensure that you review and edit the content to maintain its authenticity. Please also note that AI for any work-related tasks would not be permitted because of the sensitivity of the data we process about people's health.

One Dance UK encourages applications from all backgrounds and communities, and in particular applicants of ethnically diverse backgrounds.

We are a Disability Confident Committed employer and will offer a guaranteed interview for disabled applicants who meet the minimum criteria for this role.



www.onedanceuk.org



@onedanceuk