

# ONE DANCE UK JOB PACK

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## Operations Manager (Maternity Cover)







## ABOUT ONE DANCE UK

One Dance UK is the national support organisation and 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 the Subject Association for Dance in schools. We work closely with the Government and officials 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 education, health, physical activity, 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](#).

## Role Description

**JOB TITLE:** Operations Manager (Maternity Cover)

**RESPONSIBLE TO:** Head of Operations and Finance

**RESPONSIBLE FOR:** Office-based student placements and volunteers, as required

**SALARY:** £27,000 p.a., non-negotiable

We also offer 25 days of annual leave, in addition to public holidays in England & 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 full time, fixed term contract position for a 12-month maternity cover. We welcome discussions on flexible working.



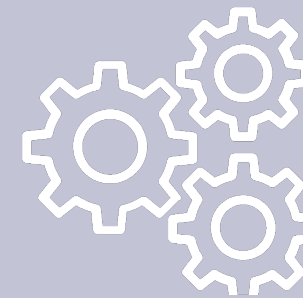


# Overview of the role

- Manage the office and general administration of One Dance UK including managing various inboxes, phone systems and postage of One Dance UK's merchandise and general mail
- Oversee the safety and comfort of employees, freelancers and student placements
- Manage and oversee various office systems

## ROLES AND RESPONSIBILITIES

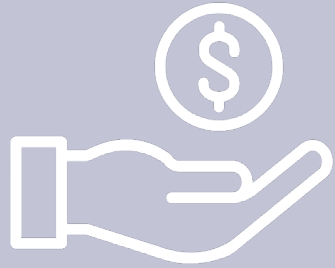
### Main Duties and Responsibilities



- Oversee and ensure the smooth running of office systems and procedures
- Manage multiple email inboxes across different areas of work
- Answer general phone enquires, with the support of the wider One Dance UK team
- Support the administration of U.Dance National Festival and One Dance UK Awards and represent One Dance UK at these events
- Support the administration of other One Dance UK events and activities, as requested by the Project Manager and members of SMT, and represent One Dance UK at these events as required
- Prepare for and minute quarterly Board meetings and support with other Board related administration
- Provide administrative support for the quarterly Investment Principle's meetings held with staff and Board members
- Provide administrative support, including minuting, of the termly Children and Young People's Programme Board meetings
- Be a working point of contact with the Landlord and attend regular Hippodrome Tenancy Group meetings
- Ensure that One Dance UK is compliant with health and safety legislation at all times
- Liaise with external suppliers, including but not limited to IT and telephony
- Liaise with Managed IT Service Provider to ensure upkeep of IT systems
- Provide membership administrative support
- Undertake specific projects and other duties appropriate to the post

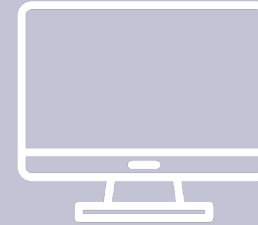


## Finance / Compliance



- Produce monthly reports of online sales of membership, tickets and merchandise
- Oversee online payment platforms – Stripe and GoCardless. Setting up users, payment links and subscriptions as required.
- Investigate ways to reduce office expenditure whilst maintaining high standards of health and safety for employees, the office environment and protection of the building in which One Dance UK is housed
- Manage and reconcile the office petty cash and card payments, coordinating with the Head of Finance and Operations to ensure they are detailed and coded correctly.
- Place orders as requested by members of staff or as per office requirements
- Check with budget holders that all requested spending, are all approved and in line with allocated budget expenditure.
- Ensure that key policy documents (e.g. cyber security, data protection breach reporting, safeguarding) are kept up to date and are complied with

## CRM



- Liaise with supplier to ensure smooth running of the CRM, including user management and system updates
- Work with the Membership Manager to ensure upkeep of the CRM database by managing records, to ensure consistent and reliable data integrity
- Provide CRM support and deliver training to staff in partnership with the Membership Manager
- Generate reports from CRM for sales and Direct Debit reconciliation
- Assist staff with implementing campaigns and processes to manage project data
- Configure relevant tags, products, views and others as required

## HR



- Work with the Head of Workforce Development to administer HR systems (BreatheHR)
- Assist with recruitment process administration, onboarding new starters and offboarding leavers
- Process DBS checks for staff members and freelancers that require them
- Organise and keep track of mandatory training ensuring that all staff training records remain up to date
- Assist with organising additional all staff training
- Together with the Workforce Development Team, support on and action any reasonable adjustment in Access Riders that are received across all programmes and projects



# Person Specification

- Proven administrative and organisation skills
- Experience in financial administration e.g., managing petty cash and card payments. Familiarity with online payment platforms.
- A good knowledge of HR and Compliance
- Experience with DBS checks
- Experience with Customer Relationship Management systems
- Excellent communication and interpersonal skills
- Experience in event administration
- The ability to work independently and effectively prioritise own workload



## HOW TO APPLY

Please send your CV and cover letter explaining how you fit the person specifications, and what you could bring to the role to [jobs@onedanceuk.org](mailto:jobs@onedanceuk.org) with 'Operations Manager – Application' as the subject line. Please also complete the [EDI form](#) as part of your submission. Applications will close on the **2 November at 12pm**.

*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.*

We expect to conduct interviews **w/c 17 November**.

The successful candidate will need to be able to start no later than the w/c 5 or w/c 12 January.







[www.onedanceuk.org](http://www.onedanceuk.org)



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