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**DANCE WOKING: Project Coordinator**

**JOB DESCRIPTION**

**Job Title:** Project Coordinator

**Contract**: **Freelance** **Fixed term: October to January 2024**

(Potential to extend until March 2024)

**Reports to**: Engagement Manager

**Hours: 2 days (15 hours)/week**

**Salary:** Dependent on age and experience up to £13.50/hour

**PURPOSE OF THE ROLE**

This is a key role working alongside the Engagement Manager.  This position is offered on a fixed term freelance basis to help enable Dance Woking to build its audience base and raise its profile within the local community through both community bespoke and targeted community engagement interactions. It is suitable for an enthusiastic, passionate and personable individual to support Dance Woking’s audience development programme, this role will work across both community engagement and marketing. You will have the knowledge and ability to engage with the arts sector. The Project Coordinator has responsibility for supporting the delivery of Dance Woking’s Outreach, events and holiday club programme.  This role will also assist with booking the Social Travelling Tea dance tour; liaison with venues; ensuring that all the related administrative and operational procedures are run efficiently including recording events and programme data for reporting and meeting our evaluation requirements.

This is a rewarding and exciting opportunity for a dynamic individual with energy, drive, imagination, a love of dance and a commitment to dance development.

We expect you to hit the ground running!

**Dance Woking – Hunky Dory Holiday Club Assistant**

This position is suitable for an enthusiastic, passionate and personable individual to support Dance Woking’s Outreach Team. This role involves supporting the administration of the Hunky Dory dance Clubs and Club4. This role involves a mix of face to face and hybrid working. Some of the duties will involve working at home as well as working with children aged 8-11 year olds. It is essential that the person taking this role has had proven experience working with this age group, as well as administration experience including the use of word and excel.

This role requires an enhanced DBS certificate, Safeguard certification

* **Club4 Project Support**
  + Take responsible for preparing the activity planned in liaison with the Dance Specialists as listed
  + You will need to prep the area each morning before the children arrive; prepare the resources required for the day; highlight any issues; undertake Risk Assessment.
  + Manage breakfast club / Follow-up any children who are absent /General assistance in project admin and on day support of club
* **Research based telecommunications:**
* Contact Care homes, residential facilities, partners and educational establishments to identify the decision maker
* Gain insight of the organisations above and their ability to take part in Dance Woking programmes by insightful questioning and any barriers they face in doing so
* Highlight the benefits, value and joy of partnering Dance Woking and the impact of our work; focus on key Dance Woking’s key activities
* Responding to email enquiries and maintaining email correspondence with those researched
* Using Teams to make phone calls to support engagement
* Helping Dance Woking build warm relationships through these projects
* **Communication and project assistance:**
* Follow-up communication for specific projects as directed including:
  + Social Travelling Tea Dance
  + Hunky Dory Dance Clubs, community settings
  + Schools Engagement Autumn Programme
  + Dance Platforms
* Support logistics planning, which may include site visits and raise any issues regarding access, risk assessment
* Assist in the engagement activity on the day
  + To help set up the space and equipment ready for the activity
  + To be an information point for the audience/ dancers
  + To assist in the smooth running of the event
  + To inform the Engagement Manager of any problems or incidents
  + To act as an ambassador for Dance Woking
  + To help with the documenting on the event including photos/videos/vox pops
  + To collect feedback and evaluation data
  + To welcome artists/dancers and sign them in
* Any other duties that may be reasonably required of the Project Coordinator

**You will have these qualities & skills**

* A positive and enthusiastic attitude
* Good communication skills, with an approachable and friendly nature
* The ability to work as part of a team as well as using your own initiative
* Ability to manage staff
* To be comfortable with the unpredictable and respond well to the unexpected
* A good knowledge of Woking
* Willingness to learn
* A willingness to support Dance Woking’s commitment to Equal Opportunities
* A passion for the arts
* To be responsible, reliable and punctual
* Ability to undertake administration task including word/excel
* Knowledge of Microsoft SharePoint & Teams packages would be helpful
* Experience of managing staff
* Experience of data collection using Apps would be an advantage
* You are responsible for managing the Assistant(s). Their role is to support you and the team leader
* Support end of day collection by a parent or guardian.
* Support the feedback process on the project, thinking about the change & development of each child during the time they are at the club, feeding into an evaluation meeting with Dance Woking.
* This list isn’t exhaustive; please refer to the job specification for further guidance.

**Scope of role:**

* + Offered on a Freelance basis
  + Short term fixed contract
  + Flexible days of week, must be agreed in advance, up to 34 days in total

**SAFER RECRUITMENT**

All positions at Dance Woking are offered subject to the following conditions:

* A satisfactory Disclosure Check.
* Proof that you are legally entitled to work in the UK.
* To apply please can you send us a short summary of your background and experience, maximum A4 and why you would be a great addition to our team, along with your CV and two references.
* Applications should be sent to [**office@dancewoking.com**](mailto:office@dancewoking.com) by **Monday 9 October 2023.**

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## Equal Opportunities Monitoring Form - Contractual

As an employer of permanent staff, freelance staff, volunteers and dance companies Dance Woking aims to provide equal opportunities to everyone we employ as well as to our audiences. As a charity and publicly funded organisation, we need to collect evidence about who we employ. The information on this form is confidential. The information will be detached from your application before shortlisting stage and forms no part of the selection process.

This information helps us to:

* monitor our employment practice
* informs our Equality Action Plan
* gives evidence to our funders and supporters
* informs future policy and programme development

Please can you indicate the position you are applying for at Dance Woking:

Permanent Staff Volunteer Company

Contractual/Freelance Staff, Other Contractual/Freelance Staff, Artist

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| --- |
| Q Which ethnic group most closely describes you?  *Please choose a description with which you identify, or write in another answer as recommended by the Commission for Racial Equality* |
| White  White British: White Irish: Other White: ……………………………………………………….. |
| **Mixed**  Mixed White and Black Caribbean: Mixed White and Black African: Mixed White and Asian:  Other Mixed: ………………………………………………………………………………………………….. |
| **Asian or Asian Black**  Asian Indian: Asian Pakistani: Asian Bangladeshi:  Other Asian: …………………………………………………………………………………………………... |
| **Black or Black British**  Black African: Black Caribbean: Other Black: …………………………………………………... |
| **Any other ethnic group**  Chinese: Other: ……………………………………………………………………………………. |
| Q Which age group do you fit into? *As recommended by ACAS* |
| 16 – 21: 22 – 30: 31 – 40: 41 – 50: 51 – 60: 60 – 65: 65+: |
| Q Do you consider yourself to have a disability as defined by the Disability Discrimination Act (1996)? If so, please give details: |
| YES  NO |