

**Swindon Dance
Assistant Manager
Centre for Advanced Training**

Job Description

POST: Assistant Manager – Swindon Dance Centre for Advanced Training (CAT).

SALARY: £20,000 to £24,999 pro rata, per annum (dependent on experience)

HOURS: 10 per week (will include Sundays, school holidays and some evenings)

CONTRACT: Permanent (PAYE) starting w/c 23rd June 2019

RESPONSIBLE TO: Programme Manager (CAT)

MAIN PURPOSE OF THE ROLE:

The post holder will be responsible for the strategic planning and delivery of the Swindon Dance CAT Urban programme and support of the overall running of the Swindon Dance CAT.

ROLES AND RESPONSIBILITIES:

- To continue and develop the strategic planning and implementation of the urban programme
- To effectively lead the urban programme team
- To source and implement delivery team and opportunities
- To drive progress of the urban programme that meets the needs of the students and their chosen progression routes
- To follow and meet wider aims of the CAT and Swindon Dance
- Responsible for safeguarding of students on the urban programme
- To build and create relationships with key partners and gatekeepers
- Assist and support the Programme Manager with planning, meetings and as a representative of the CAT at key events
- Any other duties required by the post

You may be required to work unsociable hours to fulfil this role.