

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

Personal Specification

Essential:

- Degree level or equivalent in dance/performing arts/arts management or relevant work experience
- Experience in project coordination and/or management
- Experience in a leadership position
- A knowledge/passion for youth dance
- A knowledge and passion for the urban dance industry
- Experience in strategic planning and implementation and/or curriculum design
- Competent in IT skills including Microsoft Office Word, Access, Publisher and Excel
- Excellent written, verbal communication skills and interpersonal skills
- Good planning, time management and organisational skills
- Training in child protection and safeguarding
- First Aid training or willing to undergo training
- DBS

Desirable:

- Experience of delivering presentations
- Partnership and networking skills
- Experience of writing/presenting reports and proposals
- Experience of collating and presenting statistical data
- Financial experience such as budget holding

Personal:

- Responsible self-starter able to work on own initiative
- A team player
- Good problem solver
- Able to manage multiple priorities
- Good people skills
- Committed to driving results and meeting aims
- Committed to personal growth and development
- Flexible worker, able to work unsociable hours e.g. Sundays, evenings and school holidays
- Committed to the ethos of creating a safe and holistic learning environment for young people