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**Local Coordinator**

[**Swindon Dance**](https://www.facebook.com/swindondancetemporary/?fref=mentions) is seeking a keen, motivated, responsible self-starter to join its Education and Development team. The position is for a Local Coordinator to work on the Primary Steps team with The Royal Ballet School. The job is varied and would suit a person who is well organised, enthusiastic and self-motivated

The position is 1 year fixed term contract, of 4.75 hours every Wednesday (during term time from Sept-Dec 2019) and 6.25 hours every Wednesday (during term time from Jan-July 2020) starting the week of 10th September and finishing in July 2020 (with possibility of continuing for the following year).

Working hours are fixed 2-6.45pm every Wednesday for September-December and 2-8.15pm January-July 2020 (during term time), based at Swindon Dance. The rate of pay is national minimum wage, on a fixed term, 1 year contract.

Candidates will have excellent, IT and Communication skills and an awareness of working on projects with families with children from varied backgrounds.

**CLOSING DATE: Monday 29th July midday**

**INTERVIEW DATE: Wednesday 7th August**

Please contact [katie.purcell@swindondance.org.uk](mailto:katie.purcell@swindondance.org.uk) for an application form and full job description. You are also able to access these documents and an application form from [www.swindondance.org.uk](http://www.swindondance.org.uk) Swindon Dance is committed to equal opportunities and diversity and to safeguarding and promoting the welfare of children and young people.

Applicants must have a current DBS certificate or be willing to undergo a DBS check.

Swindon Dance is committed to equal opportunities and diversity and to safeguarding and promoting the welfare of children and adultsper hour dependant on experience. Working hours will be 6.5 per fortnight which will take place on Sundays during term time and in half-term breaks throughout the year.

Candidates will have excellent communication and IT skills including experience of Microsoft Office and social media platforms and a passion for the arts industry.

The Centre for Advanced Training in dance is one of nine across the country and offers specialist pre-vocational training for exceptionally talented young dancers aged 11-18. The CAT is supported by the Department for Education (DfE), Music & Dance Scheme and the position is dependent on continued funding.

CLOSING DATE: 27th July 2018 (5pm)   
INTERVIEW DATE: 7th August 2018 in Exeter

For an application pack please contact the CAT Programme Manager Sarah Ferris: sarah.ferris@swindondance.org.uk

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Swindon Dance is a registered charity limited by guarantee  
Registered in England & Wales no. 5467343  
Registered Charity No. 1111476Candidates will have excellent communication and IT skills including experience of Microsoft Office and social media platforms and a passion for the arts industry.

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