

Job Description

Programme Manager - Centre for Advanced Training

POST: Programme Manager - Centre for Advanced Training

SALARY: £25,000-27,500 pa (dependent on experience)

HOURS: Full-time 37 hours per week

CONTRACT: PAYE contract - role starting 9th September 2019

RESPONSIBLE TO: Artistic Director

MAIN PURPOSE OF THE ROLE:

Responsibility for the overall strategic development, financial and team management of the Centre for Advanced Training.

DUTIES AND RESPONSIBILITIES

Strategic management:

- Liaison with the Swindon Dance Artistic Director on the strategic artistic, management and financial planning of the Education and Development Departments;
- Strategic development and delivery of the Centre for Advanced Training aims and objectives;
- Maintaining the profile of the Centre for Advanced Training;
- Strategic management and development of regional partnerships;
- Raising the profile of the Centre for Advanced Training locally, regionally and nationally;
- Responsible for the overview of marketing, PR and communications and print relating to the Centre for Advanced Training.
- Overview on the appointment of artistic staff (freelance and PAYE) and ensuring teaching standards are maintained;
- Team management of core team members and freelance contractors;
- Presenting reports on department activities and reviews to the Artistic Director and Board of Trustees, National CAT and Department for Education meetings and other meetings across Swindon and the south west where and when applicable.

Financial management:

- Overall management of all Centre for Advanced Training budgets;
- Raising of funds for specific projects as required;
- Presentation and reporting on the Centre for Advanced Training budgets to the Swindon Dance Artistic Director and where required, Board of Trustees;
- Maintaining of all financial records and information relating to the Centre for Advanced Training.

N.B. You will be required to work evenings and weekends in order to full-fill the contract.