

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

Personal Specification

Essential:

- Degree level or equivalent in dance, performing arts, arts management or relevant work experience,
- Experience in a leadership position,
- Experience in team management,
- Good record of financial management of budgets over £400,000 pa,
- A knowledge of the dance industry and training pathways on a national level including the urban dance industry,
- Experience in strategic planning and/or curriculum design,
- Competent IT skills including Microsoft Office Word, Access, Publisher and Excel, and
- Excellent written, verbal communication skills and interpersonal skills.

Desirable:

- Responsible self-starter able to work on own initiative,
- A good leader able to motivate and engage team,
- Partnership and networking skills,
- Good problem solver,
- Able to manage multiple priorities,
- Committed to driving results and meeting aims, and
- Experience of writing, presenting reports and proposals.

Personal:

- Good planning, time management and organisational skills,
- Training in child protection and safeguarding,
- Committed to personal growth and development,
- Flexible worker, able to work unsociable hours e.g. weekends, evenings and school holidays, and
- Committed to the ethos of creating a safe and holistic learning environment for young people.