

SWINDON DANCE

Enriching lives through dance

An opportunity to join us

We are looking for a Programme Manager in Business Operations who is a quick decision maker, a good problem solver and savvy relationship builder. We are after someone unique who can work cross-functionally to align teams, steer projects, improve processes and get stuff done.

About Swindon Dance:

We believe in 'enriching lives through dance' that it is through opportunities to participate in and see inspirational high-quality dance that people will enjoy the richness of art and culture in their lives.

Swindon Dance began in 1979, it is a registered charity, an Arts Council England National Portfolio Organisation and runs one of only nine Government Centres for Advanced Training (a national coaching programme for young talented dancers). It has developed a national reputation as an organisation that specialises in talent development, artist support, show-casing and personal enrichment locally, nationally, and internationally.

We provide opportunities to learn how to create and perform dance. We take dance out into schools and into the community, working in areas of high disadvantage and low engagement. We give guidance and support to young talented dancers and professional artists, show-casing professional and non-professional works. We are a centre of excellence in talent development and Street Dance running an internationally recognised 5-day Street Dance Festival each year. For many, dance is a social and fun way to improve their health and well-being whilst for others, Swindon Dance is the first stage into a career in dance and to being part of the changing face of the UK's evolving arts industry.

To find out more about what we do visit our website [Swindon Dance](#)

About you:

We know that sometimes people can be put off applying for a job if they think they can't tick every box, well we welcome the whole person, we understand that each of us brings our experiences, our backgrounds, and our own unique lens to what we do. We believe our work will be stronger with greater diversity and welcome applications from those who will bring something different to this role and who wish to make a difference.

We are interested in both your professional and personal experiences. You could be exactly what we need. You may not have worked in a cultural organisation before, or in an organisation like Swindon Dance. Perhaps you have worked in music, fashion, design, or in technology – these are all very transferable contexts.

If you would like support to think about how your experience is transferable to this role, you can book time with one of our team to have an informal chat. Please call or email on 01793 601700 / reception@swindondance.org.uk

About the role:

As the Programme Manager for Business Operations, you will be pivotal to different aspects of Swindon Dance, working across all its teams to ensure the smooth running of its services delivering its business plan, and securing its longer-term resilience and sustainability.

You will be helping Swindon Dance to run efficiently and effectively and recommending solutions to improve longer-term financial sustainability. You will work cross-functionally to align teams, steer projects, and improve processes. You will be responsible for providing a safe and welcoming environment for staff and users, for making sure that all operations run smoothly and align with quality standards and compliance with all legal and contractual obligations. You will input to and monitor the Charities Business Plan and Financial Strategy, tracking business results and ultimately ensuring that all business functions are in line with the Charities strategic goals.

Skills and Credentials we are looking for:

Someone with a real eye for detail, who can observe how activities are being performed step by step, and then find ways to make each process more efficient.

Someone with significant experience of working as part of a business support function, providing professional services to other teams across an organisation. We would also like to talk to you if you have a senior administration background.

This role operates in an innovation environment where new ideas and approaches are discussed. You'll need to be comfortable with some uncertainty and challenges in your work.

Communication skills are also important, to report your observations to senior management using language that can be easily understood and acted upon. You should feel able to communicate with funding bodies and corporate partners, staff members, service providers and our users.

Preferred professional and personal specifications for the role:

We are looking for our new team member to,

- Have an interest in dance and art and a commitment to the ethos and beliefs of Swindon Dance.
- Have experience of handling multi-priorities and coordinating different projects and events – to be able to 'juggle' different things.
- Have experience of looking after multiple teams or groups of people – team management.
- Have good project coordination and administration skills that includes excellent organisational skills, verbal and written communication, and interpersonal skills, as well as good planning, time management and experience in IT.
- Have experience of looking after a venue or building, including duty management, risk assessment, Health and Safety and other appropriate procedures.

- Have experience with data collection and collation and be able to spot trends and make recommendations to ensure the charity is running efficiently.
- Ensure the Charity remains cost effective, through good goal setting and strategic and financial planning, including income generation, sponsorship, fund raising schemes and applying to Trusts and Foundations to support the various projects and activities the Charity provides.
- Be a team player, who is a motivated person and can work using their own initiative.

Other important information:

We are looking for someone to start ideally from 1st November 2021 and welcome applications for people wishing to work either part-time (minimum 3-days/22.5 hours per week) and also full-time (5-days/37 hours per week). Working hours/days are flexible with a salary of £28,500pa (pro rata for part-time).

Due to short turn around for the job we will be interviewing candidates throughout October following receipt of application form. For more information go to our website <https://www.swindondance.org.uk/about-us/opportunities/> or contact Viv Slayford, Artistic Director, Swindon Dance on 01793 601700 / viv.slayford@swindondance.org.uk

We celebrate diversity and know that it is critical to our success. We are working hard to make sure we're inclusive. So, if you're great at what you do and share our values, we want to hear from you.

Let us know if you need any adjustments made to the application or selection process so you can do your best. We'll be happy to help.

Swindon Dance is committed to the application of equal opportunities principles in all its practices regarding the recruitment of staff.

Swindon Dance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All job offers are subject to good references and an Enhanced DBS.