

Assistant Manager Personal specification

Essential:

- A good level of general education,
- Experience of project management and administration including good time management, planning and organisational skills,
- Managing staff and working within a team,
- Excellent verbal, written communication and interpersonal skills,
- IT skills including Microsoft Office, and
- An understanding of marketing and communications, financial management, and data collection to inform decision making.

Desirable:

- Some knowledge of the dance industry,
- Have a passion for dance and culture and are committed to the ethos of 'Dance in the Community',
- Experience of partnership working,
- Knowledge and appreciation of different dance styles and working with a wide range of people with different backgrounds and abilities including people with learning and physical disabilities, and
- Experience of managing various activities, events and performances for children, young people and adults including those with health and welfare issues, disabilities and learning difficulties.

Personal qualities:

- Confident, passionate, and friendly and a team player,
- Self-starter able to work on own initiative,
- Able to manage multiple priorities, and
- Able to get along with a wide range of people.

Our education team are required to have the following certificates, where required training will be provided,

- Emergency First Aid certificate, and
- Child Protection Level 1.

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.

This role will include working evenings and weekends.

All job offers are subject to good references and an Enhanced DBS (Disclosure and Barring Service).