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Description automatically generated**

***Enriching lives through dance***

**Person specification**

Coordinator (Maternity Cover) Centre for Advanced Training (CAT)

Our team is majority white, cisgender and non-disabled. We believe our work will be stronger with greater diversity and welcome applications from those who bring difference.  Swindon Dance welcomes the whole person, we understand that each of us brings our experiences, our backgrounds, and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

We are interested in both your professional and personal experiences. 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, in technology or worked for a charity – 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 Katie Purcell Programme Manager for the CAT on 01793 601706 / katie.purcell@swindondance.org.uk.

**Preferred professional and personal specifications for the role.**

We are looking for our new team member to be or have:

* An interest in or curiosity about Dance and a commitment to the ethos and beliefs of Swindon Dance.
* experience of producing, coordinating or involvement in shows/public events in a community or talent development setting.
* experience of project coordination and administration that includes excellent organisational skills, verbal, written communication, and interpersonal skills, as well as good planning, time management and computer literate.
* Experience of working independently, as part of a team and with a range of people.
* prepared to work unsociable hours, including evenings, weekends and working during school holidays.

The safety of our users – early years, children, young people and adults is paramount to Swindon Dance therefore all job offers are subject to good references and an Enhanced DBS.

All our staff with a responsibility for looking after the needs of our users are required to have up to date First Aid and Child Protection and Safeguarding Level 1 and 2 qualifications. This training will be given to anyone joining us that does not have these when starting at Swindon Dance.