

# SWINDON DANCE

*Enriching lives through dance*

## **Person Specification: Coordinator for Education & Development Team**

We value both your professional expertise and personal background in our search for a Coordinator to join the Education & Development Team. Whether or not you have prior experience in a cultural organization or a setting similar to Swindon Dance, your background in areas such as music, fashion, design, technology, or charity work can provide valuable transferable skills.

### **Preferred Qualifications for the Role:**

We are seeking a candidate who possesses:

- Comprehensive knowledge of dance and a dedication to the values upheld by Swindon Dance.
- Proficiency in day-to-day administration, showcasing excellent organisational, verbal, and written communication skills. Strong interpersonal skills, along with effective planning, time management, and computer literacy, are essential.
- Experience in working independently, collaboratively within a team, and demonstrating a proactive approach.
- Previous engagement with diverse individuals, ranging from freelance dance artists to students and parents/carers.
- Teaching experience in dance, specifically with children, young people, and/or adults.
- Willingness to work flexible hours, including evenings, occasional weekends, and during school holidays.
- Commitment to ensuring the safety of our users, including early years, children, young people, and adults.

All staff responsible for user well-being are required to hold updated First Aid, Child Protection, and Safeguarding Level 1 and 2 qualifications. Training will be provided to those joining Swindon Dance without these credentials. Job offers are contingent upon satisfactory references and an Enhanced DBS check.

If you're contemplating how your unique experiences align with the requirements of this role, we encourage you to schedule an informal discussion with one of our team members. Feel free to reach out to Sarah Fletcher, Head of Education & Development, on 01793 601700 or [sarah.Fletcher@swindondance.org.uk](mailto:sarah.Fletcher@swindondance.org.uk).