

DANCE DEVELOPMENT OFFICER (DDO)

Job Description

Responsible to:	Senior Leadership Team
Responsible for:	Dance Development
Salary:	£21,300 - £25,00k full-time equivalent (pro-rata)
Hours of Work:	Part-time/Full-time (there will be one or two roles available)
Base:	Lancaster
Contract:	Maternity Cover (expected Jan - Aug 2020, one or more of the recruited roles maybe extended past this date if funding allows).
Notice:	4-weeks after probation period
Holiday:	27 plus Bank Holidays pro rate
Date Current:	November 2021
Deadline for Applications:	5pm 8th December (successful applicants notified 10 December 2021)
Interview Date:	15 and/or 16 December 2021

The purpose of this role is to deliver the Ludus Dance mission and strategic objectives through the design, management and delivery of projects inline with the business plan, 2021-22.

Ludus Dance are on a mission to break down barriers to participation in dance. The post holder will be ambitious in identifying what stops people from participating and/or progressing in dance. They will also be motivated to find ways around these barriers so that the dance in Lancaster is equitable and representative of all types of CYP from across our City and Coastal Towns.

The key areas of Ludus Dance's business plan to be fulfilled through his role are:

- Workforce Development (Artists in Residence Programme)
- Children and Young People's Engagement Programme (which support young people from varying backgrounds into dance).
- Performance Programme (Involving professional and community events).

The post holder will be responsible for developing and delivering a range of accessible dance projects and programmes. Working with the freelance creative workforce you will develop initiatives that enable children and young people to access dance through our three pathways: enter, empower, encircle.

The post holder will need to be able to respond to tight deadlines, requests for information and seek out new opportunities in the interests of the business.

Administration and Project Management

The DDO will need to be able to present and deliver clear and appropriate project plans and cost realistic budgets. They will need to be able to build and maintain relationships with related stakeholder, colleagues and/or young people as required. The post holder is responsible for working flexibly to support the successful delivery of project work (this includes weekend working at times).

Direct Delivery with Children and Young People

The post holder must be able to:

- Inspire and motivate children and young people (3 - 24 years) to reach their potential.
- Safeguard the children and young people and the creative team involved in any project. Record and report any concerns appropriately.
- Supervise and Support Children and Young People with additional mental and behavioural needs.
- Assess risk and access barriers to ensure teaching environments are safe, welcoming and productive places to experience creativity.

Generating Income

The post holder will take responsibility for fund-raising and/or writing funding bids to support activity bringing in funds to support our work.

Evaluation and Reporting

The DDO will contribute to evaluation reports from participants, audiences and other stakeholders, including freelance artists delivering project work.

Further Information

Ludus Dance are seeking one or more individual to full this role. As such the number of hours required is flexible at this stage and will be discussed at interview. We want to hear from a variety of applicants to include those requiring flexible working patterns.

Please find attached job specification, as per above we understand applicants may be stronger in certain key areas of the desirable criteria than others.

We are looking to interview the widest pool of candidates so please feel free to contact us informally to discuss the role. (Rebecca Reoch 07930 318 236)