

## **JOB DESCRIPTION**

**ROLE:** Project Dance Coach

**REPORT TO:** Project Manager / Project Coordinator      **LOCATION:** Various

**HOURS:** 2-8 hours per week (flexible)      **STATUS:** Self Employed

**STRUCTURE:** Director - Manager - Project Coordinator - Coordinator - Project Dance Coach

### **PURPOSE OF ROLE:**

To deliver dance related specific activity work to children and young people in a variety of settings while providing a safe environment for all participants, making it fun, appropriate, engaging for everyone.

### **RESPONSIBILITY FOR STAFF:**

You will be responsible for volunteers and those who assist your session.

### **FINANCE/BUDGET HOLDING:**

Responsible for managing appropriate resources allocated by the project coordinator.

### **WORKING CONTACT:**

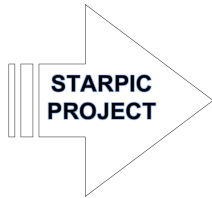
As part of your working contact you will be required to attend meetings associated with our project.

You will also be in contact with the following:

- Other project staff
- Young people
- Other project users, both parents and children
- Volunteers to the project
- General public attending meetings or events hosted by the project
- Members of the public
- Staff and representatives from other local organisations
- Other personnel for effective liaison, joint working, networking and sharing of good practice

### **TASKS AND RESPONSIBILITY:**

- Work with the coordinator to produce a dance specific risk assessment.
- Devise a progression session plan for the dance period delivering.
- Contribute to programmes in-line with the needs of and community.
- Follow company policies and procedures and governing body guidelines.
- Record information as requested by the coordinator for monitoring.
- Assist in the planning of activities when needed.
- Attend staff meetings as required by the line manager.
- To actively participate in creating a safe, enjoyable and stimulating environment.
- Identify local youth and children's issues and report to the coordinator.
- Undertake any other tasks deemed appropriate for the project manager.
- Be responsible for the young people in your activities.



## **KNOWLEDGE, SKILLS & ABILITIES (*PERSON SPECIFICATION*)**

The post holder will require the following skills, knowledge and abilities:

- Qualified to deliver the dance activity
- Direct experience of working with young people ages between 4- 24 years
- Experience in forming constructive relationships with young people
- Experience of working with staff and volunteers
- Good grasp of developmental needs of young people
- Knowledge of current youth work theories and practice
- Experience in working as part of a team
- Good written and verbal communication skills
- Sound computer skills. (word, excel, power point, email etc)
- Ability to develop and maintain good working relationships external agencies
- Knowledge of needs and problems in areas of multiple disadvantage
- Ability to work on own initiative and manage own workload
- Experience of working in anti-discriminatory way
- Ability to act constructively to criticism

## **EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED:**

This post holder is required to have a valid dance specific qualification for delivery. Undertaking training or working towards a recognised qualification would be suitable if the activity would be supervised by another coach with the correct qualification.

It is an essential requirement that the post holder **MUST** undergo a PVG scheme membership update.

## **EXPERIENCE REQUIRED:**

The post holder is required to have a minimum of 6 months experience working as a coach or volunteer in a similar youth environment with drive and passion to learn and develop skills, while making a difference to the young people.

Experience of working in the voluntary sector in a similar post would be desirable.

## **SPECIAL CONDITIONS:**

The post is funded through various investors and is initially for a 12 weeks probationary period. Subject to a satisfactory probationary period, the post holder will be offered this post on a rolling contract in line with funding streams.