



JOB DESCRIPTION

ROLE: **Dance Coach** (SCIO)

REPORT TO: Project Manager/ Line Manager

LOCATION: Onsite

HOURS: 2-8 hours per week (flexible)

HOURLY RATE: £10 - £15.00

STRUCTURE: Trustee/Founder - Manager - Project Lead - Coach - Workers - Project Volunteer

PURPOSE OF ROLE:

To work with children and young people in a variety of settings, (including youth centres and other venues) developing and implementing dance services. To ensure overall smooth running of relevant project activities as directed by the Coordinator while ensuring all recording of attendance is completed.

RESPONSIBILITY FOR STAFF:

You will be directly responsible for workers and volunteers, providing support, direction, planning of duties to meet the needs of the Project.

FINANCE/BUDGET HOLDING:

Responsible for managing appropriate resources allocated by the Coordinator, devising and updating monthly reports using online software (google docs).

WORKING CONTACT:

As part of your working contact you will be required to hold and attend meetings and events associated with or representing 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
- Visitors to the project

TASKS AND RESPONSIBILITY:

- Develop and implement appropriate programmes in-line with the needs of and community
- Follow and implement current legislation and relevant policies and procedures
- Ensuring all coaching staff provide a safe and comfortable environment for participants
- Devise and record effective risk assessments prior to activities
- Identify and maintain the planning and implementing of programmes for young people
- Maintain recording and monitoring systems to evaluate the work of the project
- Attend, minute staff meetings as required by the line manager
- Choreograph and teach routines to showcase where possible
- Explore competition opportunity and assist in the planning where needed
- Undertake any other tasks deemed appropriate for the project by line manager
- Identify training needs of young people/volunteers and staff members
- Be responsible for the young people in your activities



ESSENTIAL / DESIRABLE (PERSON SPECIFICATION)

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

- 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 and Google drive)
- 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
- Capacity to respond positively to feedback

EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED:

A recognised professional qualification in dance work or equivalent in respect of dance work, adult education, teaching or social work is essential, or working towards a recognised qualification.

Training or a qualification in child protection is required for this post holder.

EXPERIENCE REQUIRED:

The post holder is required to have a minimum of 1 year experience, at least some of which is experience in a dance and children's work setting, and knowledge of voluntary sector youth and children's work is essential, 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.

PVG SCHEME:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check upon a formal offer being made by Starpic Project.

SPECIAL CONDITIONS:

We're committed to creating a workplace culture where all our people feel valued, included and able to be their best at work, and we recognise the benefits that a diverse workforce with different values, beliefs, experience, and backgrounds brings to Starpic Project.

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.