



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Neuro Dance Artist and Outreach Manager	<b>Grade:</b> Senior management
<b>Responsible to:</b> The board of trustees	<b>Responsible for following staff:</b> Outreach Team Volunteers
<b>Salary:</b> £36,000 (pro-rata)	<b>Contract Type:</b> Part-time, 21 hours per week (Monday – Friday plus occasional evening and weekends) 3 year fixed term contract Open to job share and flexible and remote working in home office and across Yorkshire for session delivery.

### Job Purpose

**To lead on Ascendance's Neuro dance outreach programme across Yorkshire both managing and delivering the creative dance sessions.** The role requires the post holder to have a flair for partnership development across the arts and health sector and a passion to develop digital and cultural partnerships to attract wider membership to our neuro dance company, online events and arts and wellbeing festival. The post holder will need to be a proactive, hands-on, strategic thinker with a track record of working closely with communities, cultural organisations and individual art practitioners to deliver innovative and inspirational programmes that attract and engage with diverse audiences and participants.

Developing and nurturing internal and external partnerships are central to this role and we would expect the successful candidate ability to facilitate a high level of influencing and to lead informal partnerships approaches.

The role will also include face to face and on-line delivery of Neuro Dance sessions for our target communities across Yorkshire.

### Specific Duties and Responsibilities

1. To help shape and then deliver Ascendance's new programme, creating the right environment to allow for high quality and innovative creative activities to flourish across identified areas with low neuro dance provision and poor access to exercise, including rural communities.

2. Practical delivery of key Neuro dance sessions including Parkinson's specific dance classes, care homes, day centres and hospices, using the company repertoire to inspire a creative and energising sessions.
3. To be responsible for programme creative content, class timetables and workforce management.
4. To develop and deliver high quality, highly visible, innovative and imaginative online and face to face programmes and initiatives that promote the inclusive nature and benefits of the programme and annual dance & wellbeing festival which nurture a sense of belonging.
5. To develop and manage partnerships and/or co-commissioning arrangements with others, including health charities including PUK, MS Society, Motor Neurons association, Sense, Arthritis foundation. The development and ongoing review and management of a partnership strategy which maximises opportunities for investment from external sources, such as sponsorship, crowd fundraisers and business investment.
6. To liaise with internal services in order to develop and contribute to strategic initiatives and policies which increase the effectiveness of all our services. Working with other Council services and partners to increase the public benefit on shared priorities.
7. To manage budgets and financial targets and where required make operational and service changes to meet financial restrictions. This includes core budgets and securing additional revenue funds for programmes from a variety of sources.
8. Maintaining awareness of local, regional and national arts and health participation funding opportunities. To contribute to service development and income generation through the creation of new fundraising initiatives and partnerships.
9. To ensure that the range of service users is reflective of our local community, and the reputation and wider impacts of services are secured.
10. To sustain connections and relationships with partners, including the creative industries locally, national and internationally. To be well connected to the art world and build relationships with Yorkshire's growing creative sector.
11. To manage project evaluation procedures and summarising findings on a monthly basis in line with the project objectives.
12. To work flexibly across the company and to provide support and cover to other senior staff as required.



**By the end of Year 1 this role will have contributed to 3 key deliverables:**

- Development and delivery of in-person and zoom classes across a range of venues and with a diverse range of partners (including Care Homes, Hospices and Community Centres).
- Development and delivery of digital skills and upskilling programme for participants, in conjunction with 100% Digital Leeds.
- Development of a HYBRID (in-person and online) Digital Dance, Arts and Wellbeing Festival.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Ascendance.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand Ascendance's duties and responsibilities for safeguarding vulnerable adults who take part in the activities.

### **How to apply**

Please send a CV (maximum 2 pages), Cover Letter (maximum 1 page) or video (maximum 5 minutes) outlining your interest in the role, your relevant experience and how you meet the organisation's values and person specification (below), as well as details of two references to [recruitment@ascendance.org.uk](mailto:recruitment@ascendance.org.uk)

Please also include with your application a completed Equality and Diversity Monitoring Form, available here: <https://forms.gle/uG61JmLS8FMPq2Kk8>

We are open to proposals about how you see the role working if you are interested in the position as a job share and/or in a flexible capacity. Please include some detail in your application if this applies to you.

**Deadline: 12pm Tuesday 16<sup>th</sup> May**

If you have any questions or need any support completing an application, please get in touch by email to [recruitment@ascendance.org.uk](mailto:recruitment@ascendance.org.uk)



## Application Timeline and Process

**Deadline for applications:** 12pm Tuesday 16<sup>th</sup> May

**Interview and practical teaching demo:** will be held on Friday 26<sup>th</sup> May at St Chad's Parish Centre, Headingley, Leeds. If you cannot make this date please let us know in your application.

Applicants will be shortlisted based on how well they match the person specification, as well as their passion for the role and organisation and commitment to our values and working for and with our community.

Ascendancy runs a guaranteed interview scheme to anyone who is D/deaf and/or disabled who meets the selection criteria. Please include in your information if you want us to take into account any information that qualifies you for this scheme.

**This role has been supported by National Lottery Community Funding.**



## Person Specification

Neuro Dance Artist and Outreach Manager

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of Ascendancy, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	E	D
<b>Arts &amp; Health Partnership Development</b>		
Broad understanding of arts and health networks across Yorkshire communities.	✓	
Understanding of the older people dance sector across Leeds, Bradford & Yorkshire	✓	
Understanding of Dance for Parkinson's programmes	✓	
Knowledge of key issues relating to cultural development, including contracting and partnership working	✓	
<b>Creative Programming</b>		
Knowledge of management techniques/approaches for managing creative teams and partnerships	✓	
Substantial experience in working on and leading significant high quality creative programmes with public participation.	✓	
Experience of monitoring and evaluations of arts and cultural activities against performance indicators and communication the results as appropriate.	✓	
Experience of delivering innovative new dance programmes.		✓
Experience Leading, developing and delivering partnership projects.	✓	
<b>Management</b>		
Management of communications on projects or initiatives. Input to or management of strategic planning around communications.		✓
Management of initiatives that incorporate new audience development, including the diversification of audiences.		✓
Success track record of applying for funding to both grant awarding bodies and via corporate sponsorship. Managing funds allocated from other organisations.		✓
Direct experience of creative Project Management and budget management experience (£50K+), accounting for expenditure and working through existing systems to report spend and anticipating commitments, working within set budgets.	✓	
<b>Planning</b>		
Ability to forward plan work load and manage relevant risk processes.	✓	
Ability to communicate and negotiate clearly and effectively, both orally and in writing, with a wide range of individuals including senior leaders.	✓	
Ability to work independently and as an effective team member using own initiative.	✓	
Ability to adapt to changing priorities, contexts and deadlines.	✓	
<b>Delivery</b>		
Experience of delivering Parkinson's / Other neuro dance sessions in hospices and day centres and community settings.	✓	
Experience of arts facilitation and co-creation towards live and on-line performances with a range of disabilities.		✓
Certificate in Dance for Parkinson's or core stability exercise courses, or willingness to undertake training as part of the role.	✓	
Qualification or equivalent experience in dance and health settings.	✓	
Use of own car.		✓