

## **JOB DESCRIPTION**

<b>Title of Post:</b>	Courses and Widening Participation Manager
<b>Reporting To:</b>	Executive Director and Artistic Director
<b>Salary:</b>	£30,000- £35,000 per annum depending on experience
<b>Working Pattern:</b>	Full time including Saturday working
<b>Contract Terms:</b>	Permanent, full time
<b>Place of work:</b>	English National Ballet School, Hortensia Road, London SW10 0QS with some work taking place at other venues on occasion as necessary
<b>Key Relationships:</b>	Co-Directors, Artistic Coordinator and Producer, Finance Manager, ENBS and Freelance Tutors, Support Staff
<b>Purpose of the role:</b>	<p>To work closely with the Directors to manage the day-to-day administration and delivery of the Associates, Short Courses and Community programmes and develop the reach and influence of programmes further in line with the Schools Strategic and Artistic vision.</p> <p>ENBS Associates is an auditioned programme for those looking to pursue a career in dance, currently operating on Saturdays and a feeder to the Senior School. Short courses provide high level training for aspiring dancers; Boys only days which are designed to expand the opportunity and understanding for boys considering a career in ballet; CPD events for private dance teachers.</p> <p>Community work includes adults' classes, children's creative dance classes, and projects with Chelsea and Westminster Hospital.</p> <p>The Courses and Widening Participation Manager will play a key role in developing community programmes rooted in the principles of ballet, which expand reach and inspire a love of dance.</p>
<b>Safeguarding Duties and Responsibilities:</b>	<p>The School is committed to safeguarding and promoting the wellbeing of all students, all employees are expected to share this commitment. Staff are expected to proactively ensure the effective implementation of policies and procedures relating to safeguarding and wellbeing, comply with statutory regulations and communicate effectively with students, parents, colleagues and agencies appropriately.</p>
<b>Principal duties:</b>	<ul style="list-style-type: none"> <li>• The delivery of Associates, short courses and community classes which include children's classes, events, workshops, and activities throughout the year.</li> <li>• Lead contact with teachers, parents, and students both before joining any course and whilst they are enrolled and participating in ENBS short course and community activity.</li> </ul>

- Oversee the registration and enrolment of all new students and waiting lists for courses and classes.
- Reporting to the Executive Director on all financial matters on both expenditure and income.
- Administering financial systems in liaison with the Finance Manager including fee income (tracked on Quick Books), payments to teachers and other suppliers, within agreed budget parameters.
- Responsibility for meeting set income targets across all programmes.
- To ensure the principles and values of the Senior School run through all programmes and courses.
- Working with the Directors in line with the Schools strategic planning, to adapt and develop supplementary programmes that maximise use of the Schools existing provision.
- To support and encourage students whose personal circumstance puts them at a disadvantage to accessing dance, and ensuring the Senior Schools commitment to the individual dancer translates into all activity.
- Develop a fun and inclusive class programme with ballet focus that encourages dancers of all abilities to take part.
- Work closely with the Communications Manager to ensure effective, targeted promotion of activity.
- Work closely with the Artistic Coordinator and Producer to develop annual events that showcase available courses in conjunction with the Senior School.
- Seek out funding opportunities to support projects that widen participation, and work with the Head of Development to make applications where appropriate

**Staff management and support:**

- Ensure new tutors have completed necessary employee checks, are inducted into the School and that work is delivered in line with the Artistic Vision.
- Act as first point of contact for all tutors, teaching assistants and pianists across the programmes, arranging cover where necessary.
- Coordinate the induction of any new teaching staff and together with the Artistic Coordinator and Producer, ensure contracts are signed and employment checks completed.
- Coordinate termly faculty meetings as necessary.
- Willingness to undergo training relating to the role

**Performance co-ordination:**

- Together with the Artistic Director, plan and prepare the Associates Parents' Day and Summer Showcase, including the preparation of themes, costumes, and music (through liaison with the Head of Music).
- Together with the Artistic Director organisation of the Short Course sharing's, including repertoire, and music (through liaison with the Head of Music).
- Oversee the procuring and production of attendance certificates for the summer course participants.

*Since job descriptions cannot be exhaustive, the post holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.*

## PERSON SPECIFICATION FOR COURSES AND WIDENING PARTICIPATION MANAGER

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification.

*(E = Essential, D = Desirable)*

<b>Experience and Knowledge:</b>	Experience of working with children and young people in a creative capacity	E
	Experience of programming courses and community classes	E
	Experience of working in the Charitable Sector or Education Sector	E
	Knowledge or experience of Dance as a discipline.	E
	Experience of budget management and meeting financial targets	E
	Previous experience of working with administrative systems and managing data	E
	Leadership experience	E
	Experience of artistic production	D
	Knowledge and understanding of the work of English National Ballet and English National Ballet School	D
	Educated to degree level	D
	Safeguarding, Wellbeing or Chaperone training	D
	Equality, Diversity, and Inclusion training	D
<b>Skills:</b>	Excellent communication skills, both written and verbal	E
	Effective team player with the skills to work with staff at all levels, students, parents, and members of the public.	E
	Excellent working knowledge of the Microsoft Office Suite including Outlook, Word and Excel.	E
	Excellent administrative and record keeping skills with ability to meet deadlines	E
	Able to problem solve independently and proactively with initiative as part of a team	E
	Tactful, diplomatic, and assertive in dealing with challenging situations.	E
	The ability to work in a changing environment and respond flexibly to changing needs and demands	E