

DANCEWEST



Community Producer



About DanceWest

DanceWest is a registered charity that has pioneered high-quality dance programmes since 2014 offering a creative response to local issues including poor health, socio-economic disadvantage and unequal access to physical activity. DanceWest provides free & low cost dance, health and wellbeing activities co-designed with participants and partners. Transforming the health and wellbeing of vulnerable and diverse communities, DanceWest engages 36,000 people in 70 weekly classes across seven west London boroughs. The organisation was founded by Rosie Whitney-Fish with a mission to enable everyone to have access to dance. In November 2021, DanceWest opened a community focused studio at the Sands End Arts & Community Centre in Fulham. DanceWest was shortlisted for the One Dance UK Health & Wellbeing award and our founder for the One Dance UK Spotlight award.

Our mission:

Our mission is to provide 'Dance for everyone, everybody'. DanceWest mission is to engage people of all ages and abilities in high quality dance activity, improve the mental, physical health and wellbeing of all people through dance. We believe that dance enriches lives and is the catalyst for positive change in our community.

Vision:

Our vision is to encourage everyone to participate in dance. Use dance to respond to local and individual need.



Programme

Our vision is delivered through a non-profit making programme this includes:

- Classes: Providing affordable dance classes for children, young people and adults.
- Community programme: Responding to local need to improve health and wellbeing and reduce social isolation among older people, provide safe and inclusive dance activity for young people with disabilities and tackle physical inactivity among children and young people.
- School & University projects: Supporting dance in and outside the curriculum, creating work experience and training opportunities for future dance professionals
- Performances: Curating and producing performances and bespoke dance events.
- DanceWest Network: Offering professional development, employment and networking opportunities for dance artists.

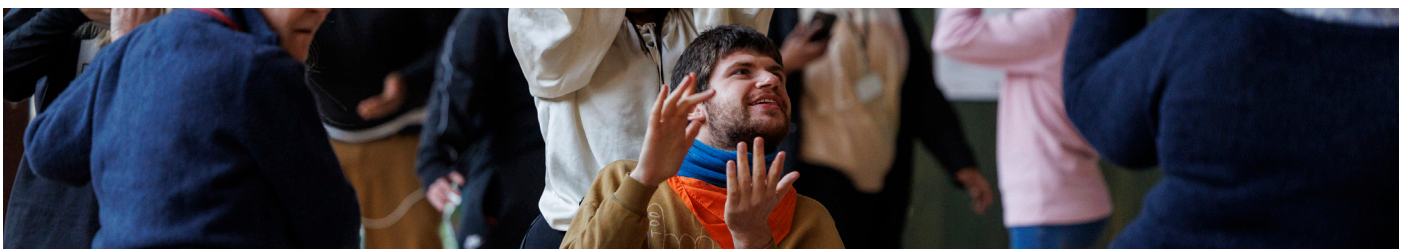
Community programme

Our programme takes place in care homes, community centers, libraries & schools. Our programme is based on a mapping exercise and constant consultation with our community which enables people of all ages and from different backgrounds and abilities to improve their health and wellbeing. The main strands of our programme include:

- Move to Health:
- Enabling adults aged 60+ to have access to free, inclusive dance classes, including specific classes for adults with Dementia, Parkinson's and Stroke rehabilitation.
 - Delivered in care homes, community centres and sheltered housing.
 - Supported by local funders, housing associations and national funders.
 - Delivered in partnership with NHS CCG, local authorities, charities, voluntary sector support services (For example Dementia Action Alliance and Carers Network).
- Move it Mondays:
- For Disabled and Learning Disabled children and young people aged 11-18.
 - Providing weekly classes, performance opportunities and end of term events.
 - Delivered in partnership with Action on Disability.
 - Taking place at the Lyric Theatre in Hammersmith.
 - Supported by voluntary sector and funded by the NHS.
- Groove to Health:
- For Disabled and Learning Disabled adults 18+.
 - Providing weekly classes and end of term events.
 - Delivered in partnership with Action on Disability and Mencap.
 - Taking place in community centres and the DanceWest studio.
 - Supported voluntary sector support services and funded by Sport England and the NHS.
- Dancing Books:
- For pre-school aged children, parents and carers.
 - Weekly classes taking place in Libraries.
 - Enabling the development of literacy through kinesthetic learning.
 - Supported by Arts Council England and will be relaunching in 2023.
- Fit & Fed:
- For children and young people 4-16 at risk of food poverty during the holidays.
 - Taking place during the Easter, Summer and Christmas holiday.
 - For children receiving free school meals and families in receipt of Universal credit.
 - Providing inspiring activity, hot food, food parcels, the chance to see live performance.
 - Supported by local authorities, national and local funders.
- Bolder not Older & Youth Dance Company:
- Offering weekly classes for adults 60+ and young people 11-18.
 - Take part in weekly training alongside independent choreographers.
 - Develop new choreography and perform at national platforms.
- DanceWest schools:
- A programme taking place in primary and secondary schools.
 - Offering curriculum sessions and subsidized after school clubs.

Community events

- Dance in the Parks:
- A series of outdoor dance classes and performances.
 - Taking place outdoors in Parks over the summer holidays.
 - Supported by local authorities and national funders.
- A Tea Dance with a Difference:
- A ticketed event bringing together people of all ages from across our programme.
 - Taking place quarterly.
 - Supported by local authorities, local and national funders.



Job description

Job title: Community Producer.

Reporting to: Director.

Supported by the National Lottery, the Community Producer is responsible for the management, development, monitoring and evaluation of the DanceWest Community Dance programme.

What we are looking for: We are seeking a candidate with experience in managing complex community projects and executing events. A key responsibility of the role is to co-produce alongside our participants and partners to ensure the community programme is responsive to local need and demand. We are seeking a proactive candidate that can manage our existing programme whilst identify & investigate new opportunities relevant to the organisations priorities. The candidate must have excellent attention to detail and communication skills be able to build strong relationships with a wide variety of people including service users, staff, trustees, partners and supporters.

The role is responsible for: A freelance teaching team. Commissioned artists, photographers and videographers. Volunteers, internships run with higher education institutions.

Review: The role and job description are reviewed through three annual appraisals with the Director an annual review and approval by the board of Trustees

Responsibilities, applicable to all areas of the role:

Project tracking, development & ownership:

- Manage external relationships with schools, community partners, voluntary sectors organizations, cultural organizations and businesses.
- Grow partnerships, affiliations and relationships.

Evaluation, monitoring:

- To monitor and evaluate projects for the purpose of funders to recognize and implement improvements or policy changes.
- To provide progress reports to senior management.

Finance:

- To report work according to the project budgets for the programme and events.

Policies:

- Adhere to, and actively contribute to, DanceWest policies, including Equalities (diversity, access, equal opportunities), Environmental and Health & Safety.
- To ensure the highest standards of Child Protection and Safeguarding of vulnerable adults.

General:

- To respond to enquiries to work in partnership with DanceWest.
- To develop and maintain relationships with DanceWest partners, teaching team and artists.
- To keep accurate record of participant data and statistics for reporting purposes.
- To keep up-to-date databases of participants' details (emergency contacts, details of health) that are secure (working with GDPR guidelines) and able to be used in an emergency.
- To promote our work through community groups, local estates, schools, youth groups and forums to make sure everyone is aware of our work and it is well attended.
- To recruit participants for the programme working collaboratively with our partners.
- To communicate with all stakeholders for the success and smooth running of the project through face to face meetings, emails, telephone calls.
- To be able to deliver social media, copy for website and publications.

Schools:

- To also be responsible for the day to day administration of the schools programme.
- To contract and provide SLA agreements for our community dance partnerships.
- To create developmental opportunities for Primary and Secondary schools.
- To contract and support DanceWest teaching staff to facilitate in the schools.
- To liaise with parents to promote activities, support the young people and obtain all the necessary permissions.

- Studio:
- To deliver holiday projects supporting children & young people at risk of food poverty.
 - To deliver our bursary scheme in partnership with John Lyon's Charity.
 - To fundraise and project manage a programme for adults with Dementia, Dance for Parkinson's and Groove to Health.
- Events:
- To deliver large scale community events in partnership with the local authority, voluntary sector and non-profit organisations.

Person Specification:

- Essential:
- Five years experience in leading community projects, activities and or events.
 - A proven ability to work on several projects simultaneously to meet reporting deadlines.
 - Excellent project management skills with strong organisational, administrative and time management skills.
 - A proven track record of developing projects with a health and wellbeing or social impact.
 - Passionate about the work we deliver, enabling access to dance for everyone.
 - Strong ability to build and manage positive working relationships with a range of stake holders in internal and external settings.
 - Excellent written and verbal communication skills with fluent English .
 - Experience of working with at risk and vulnerable members of the community.
 - Experience of budget management and reporting.
 - Demonstrable knowledge of the National Curriculum with particular reference to PE, Dance and Performing Arts.
 - A high level of computer literacy and knowledge of IT systems, in particular with relation to Microsoft Office.
 - Understanding of child protection practice and safeguarding vulnerable adults.
 - Working, contracting and supporting freelance artists.
- Personal qualities:
- A positive and resourceful attitude.
 - Self-motivated and committed.
 - Able to work their own initiative and as part of a small team.
 - Good under pressure.
 - Accuracy and attention to detail.



How to apply:

Complete an equal opportunities form, share a covering letter detailing more about your experience and a CV email to: info@dancewest.co.uk

Deadline:	Deadline for applications Friday 17th February 2023. Interviews will take place 27th February.
Terms and Conditions	Full-time
Hours:	Permanent
Contract:	£31,000-£34,000 (dependent on experience)
Salary:	29 days plus bank holiday's
Annual leave:	DanceWest offers a NEST pension scheme and where possible complimentary tickets and classes.
Benefits:	
Ideal start date:	March or April 2023.
Probation:	Three months
Notice period:	Two months
Location:	London, Hammersmith & Fulham.
Office base:	DanceWest Studio, Sands End Arts & Community Centre, Peterborough Road, SW6 3EZ.
Training:	DanceWest will provide a comprehensive induction including safeguarding training, health and safety and data protection and GDPR. An enhanced DBS is required for this role and we are able to support the applicant with obtaining a DBS check. DanceWest provides unconscious bias training, First Aid and Mental Health First Aid training for all employees.



DANCEWEST

DanceWest
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Registered company (10991191)

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