

DANCECITY

Dance for the North East

Dance City Job Description

Administrator – BA & BTEC programmes

Based at:	Dance City, Newcastle upon Tyne Dance City, Sunderland
Responsible to:	Programme Leader – BA and BTEC
Responsible for:	n/a
Essential requirements:	Previous experience of working in an office environment and/ or carrying out administrative duties (see detailed job description for further details)
Key relationships (internal):	BA and BTEC Programme Leader, MA Programme Leader (when appointed), CAT Manager, Artistic Director and other staff as appropriate
Key relationships (external):	As agreed with BA & BTEC Programme Leader
Purpose:	<p>To support all the administrative requirements of the Dance City BA and BTEC courses</p> <p>To contribute effectively to the smooth running of the Dance City BA and BTEC courses through timely liaison with Dance City staff as required</p> <p>To be a strong self-starter who brings creativity and initiative to the role</p>

Hours:	30 hours per week
Salary:	£17,000-20,000 (pro-rata)
Overtime:	Overtime payments are not made. Time off in lieu is provided
Expenses:	Travel during the course of Dance City business will be reimbursed and mileage paid at the current Dance City rate.
Probationary period:	3 months
Notice period:	1 month

Key Responsibilities

Administrative Duties

- To work closely with the Dance City BA and BTEC team, particularly the BA and BTEC Programme Leader, to deliver outstanding administrative support.
- To keep, maintain, update and collect all records as required.
- To be an important point of contact for the BA course with University of Sunderland on course matters, providing information, data and materials as requested.
- To maintain effective communication and liaison with LEAD Education (or Dance City's BTEC partner) and Whitburn School (or Dance City's BTEC partner).
- To adhere to Dance City's and other partners data policies and GDPR legislation.
- Attend meetings in relation to the BA and BTEC courses as required.
- To be creative and to take the initiative when delivering the role.
- To make sure all students and teaching staff are suitably qualified for roles they are undertaking such as DBS checks, first aid training, disability awareness training, and diversity awareness training (list not exhaustive)
- To create and maintain staff contracts as necessary
- To prepare required statistics for Dance City and Sunderland University in a timely manner as per agreements and additionally as requested.

Staff

- To support the BA and BTEC delivery team to keep their knowledge relevant and motivation high.
- Ensure that all staff have appropriate reviews (at least one per year) and a record is kept of these conversations in staff HR files
- To support the recruitment of new and additional staff as required.
- Identify opportunities for staff development.
- Support all BA and BTEC staff as required.
- Ensure that all staff are suitably prepared to deliver on the BA and BTEC courses.

Students

- To contribute to ensuring that all students have a valuable and fulfilling dance education at Dance City.
- Communicate with students regarding any aspect of course provision.
- Undertake student reviews as required – keeping a record of student achievements.
- Ensure that all students are fully informed and prepared for the BA and BTEC courses.

Budget

- To administrate the budgets for the BA and BTEC as directed.

Press and Public Relations

- Work closely with the Communications Manager to promote the Dance City BA and BTEC courses; and to celebrate staff and student success.

Legal

- To comply with all Dance City's policies.
 - To attend any training as required.
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Person Specification

Essential

- Outstanding administrative ability
- Understanding of data management
- Clarity of thought and processes
- Experience of working with artists/creatives
- Ability to adapt to change
- Ability to work as part of a team
- Ability to manage multiple priorities
- Excellent copy-writing, proof-reading and IT skills
- Proven organisational ability
- Strong oral and written communication skills
- A self-starter, able to take the initiative and make decisions
- Ability to prioritise workload/good time management
- High level of attention to detail
- Punctuality
- Commitment to equal opportunities
- Enhanced DBS clearance

Desirable

- Previous dance/arts/creative sector experience