



Direct Tel: 0161 876 2186
Email: recruitment@thelowry.com



PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

APPOINTMENT OF CENTRE FOR ADVANCED TRAINING ADMINISTRATOR AND OUTREACH COORDINATOR

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Centre for Advanced Training Administrator & Outreach Coordinator.

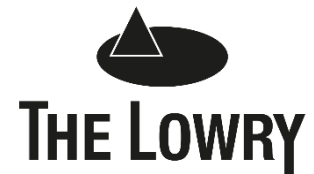
To apply for this position, please complete the application form. Under the Additional Information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility.

The application deadline for this position is Wednesday 16th January 2019 at 10:00am. Please email this to recruitment@thelowry.com or post to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ.

Thank you again for your interest in The Lowry.

Yours faithfully,

Kay Sutton
Human Resources Advisor



JOB DETAILS

Post Title: Centre for Advanced Training Administrator & Outreach Coordinator

Department: Learning & Engagement

Reports to: Centre for Advanced Training (CAT) Manager

JOB PURPOSE

To provide a full range of administrative and project support towards the operational delivery of The Lowry's Centre for Advanced Training in Dance scheme and NorthWestDance activity and the coordination of the programme's outreach and recruitment work.

MAIN DUTIES AND RESPONSIBILITIES

- To support the CAT Manager and Youth Dance Coordinator with the efficient delivery of the CAT scheme and open technique classes through administrative processes such as scheduling, processing invoices, updating budget spreadsheets, maintaining databases, updating student records, studio bookings, minute taking etc.
- To develop and implement effective administrative systems within the office environment. To ensure that these systems are maintained, monitored and evaluated efficiently, updating these systems when appropriate.
- To coordinate the NorthWestDance Outreach and Recruitment work by working with the CAT Manager and Youth Dance Coordinator to develop a range of workshop opportunities, open days and audition at The Lowry and with regional partners across the North West. This will include being the first point of contact for all outreach activity, promoting and managing workshop bookings & projects internally & externally, arranging tutor schedules, researching partnership opportunities, monitoring and evaluating delivery.
- To support weekly CAT delivery and Youth Dance activities and events at The Lowry and across the North West; providing delivery support for the dance team and pastoral support for students and parents/guardians. Evening and weekend work will be required as well as willingness to travel.
- To act as the first point of contact for all telephone and e-mail and visitor enquiries concerning the dance programmes and outreach work, ensuring effective communication with CAT teachers, students and parents/guardians.

- To provide a pro-active office based communication link to other Lowry departments, outside partner agencies and education establishments.
- To advocate and support the work of the Learning & Engagement department and maintain a high level of customer service at all times.
- To maintain good working relationships with all persons associated with The Lowry and its operations, demonstrating at all times a high standard of professionalism.
- To promote and comply with legislation and The Lowry's policies on equal opportunities, health and safety, safeguarding both in the delivery of services and treatment of others.
- To identify and undertake training and development as required to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes

PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>Commitment to delivering high quality communication and customer care.</p> <p>Excellent administrative and organisational skills including computer literacy and project planning tools.</p> <p>Ability to prioritise, keep deadlines and manage multiple tasks.</p> <p>Ability to work on own initiative as well as being a team player.</p> <p>A proactive approach to working independently and to relationship building.</p> <p>Working Knowledge and understanding of Microsoft Office packages including Word, Outlook, Excel and Power Point</p>	<p>Working knowledge of Microsoft Access Database, Excel Audience View, Artifax</p> <p>Project Management skills.</p>
KNOWLEDGE	<p>Knowledge of the Music and Dance/National CAT scheme.</p> <p>Knowledge of regional & national initiatives offered to young people.</p> <p>Understanding of good practice in dance education & training & the nurturing of young creative dance artists.</p> <p>Understanding of Safeguarding needs, issues and how to ensure best practice.</p>	<p>Understanding of online marketing tools.</p>
QUALIFICATIONS, TRAINING & EDUCATION	<p>Willingness to undertake all necessary training as required</p>	<p>First Aid</p> <p>Ideally educated to HE level in an arts degree or an equivalent training course</p>

<p>EXPERIENCE</p>	<p>Experience of working in dance in an arts or educational organisation.</p> <p>Experience of co-ordinating creative and innovative projects in dance, arts, charity, youth or education sectors including organising teams & groups to successfully deliver a project or initiative.</p> <p>Experience of working with young people through the arts.</p>	<p>Experience of teaching talented young people in a pre-vocational setting or similar.</p>
<p>OTHER REQUIREMENTS</p>	<p>Interest in the training and development of young people through dance.</p> <p>Flexible and adaptable approach to fulfilling the duties of the post, including an ability to work regular evenings and weekends.</p> <p>Ability to travel.</p> <p>This holder of this post will be DBS checked.</p>	