

UDOIT Dance Foundation Development Officer Job Description

Deadline **Thursday 20th February 2020.**

Please email a covering letter and CV to jobs@udoitdance.co.uk

Overview:

UDOIT Dance Foundation aim to inspire, engage and empower children and young people through street dance. We want street dance to be accessible to all and give every young person the chance to experience street dance opportunities. We are funded by Sport England & Sport Wales to deliver satellite clubs across the country, primarily in areas of deprivation where young people don't have as many opportunities to experience what street dance can offer. Our commercial partner UDO (united dance organisation) hosts street dance competitions across the globes with links to the best dancers in the industry, having this link with UDO is great for our organisation to quality assure our work and use their 15 years of experience working with street dance schools. UDOIT Dance Foundation also provides dance leader training, volunteering opportunities, the National Schools Dance championships and the Street dance superstars primary school programme. We also have some new exciting projects involving inclusive street dance for young people with disabilities and a programme using street dance targeting young people involved in anti social behaviour and knife crime.

The role of development officer is crucial to the growth and success of the satellite clubs programme and is a key part of our funding from Sport England. The development officer will be a passionate, motivated individual who will work with schools, county sports partnerships, youth provision, school games officers and dance schools to set up satellite clubs in areas of need. They will keep on top of working within a set budget and work towards set targets and prioritise work according to upcoming deadlines. The development officers will be responsible for the growth and maintenance of satellite clubs across the North and South regions, whilst working alongside 3 other development officers with other locality remits.

DEVELOPMENT OFFICER: (2 positions available)

Employment: Full Time- 37.5 Hours per week (*Flexible working is allowed*)

Term: Fixed term 1 year (*extension based on funding*)

Based in: London with Nationwide Travel

Job Title: Satellite Clubs Development Officer

Start Date: March 2020

Salary: £19-21k *Depending on Experience + Expenses*

UDOIT Dance Foundation in partnership with Sport England are looking to appoint 2 Satellite Clubs Development Officers in England to continue the expansion of our England based Satellite Street Dance program.

Key Responsibilities:

- Identifying opportunities and partners to continue the expansion our existing Satellite clubs program across North and South England.
- Manage and monitor and maintain our existing satellite clubs network.
- Build relationships with dance providers/ schools/ school games officers and other partners to ensure the satellite clubs programme is a success
- Work towards targets outlined by UDOIT & Sport England
- Budget management of the satellite clubs programme
- Collect the relevant KPI's from satellite clubs and regularly update the Sport England Satellite clubs portal
- Work to expand our dance leader training courses across England.
- Active approach to promoting and expanding UDOIT's work

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Skills:

Essential:

- Great written & verbal communication skills
- Competent IT Skills
- Able to manage your own workload day to day and prioritise accordingly for deadlines and targets
- Confident in establishing new relationships with partner organisations
- Passionate about changing the lives of young people and wanting the charity to do good
- Excellent time management skills
- Must be adaptable
- Must be prepared to travel
- Great teamwork skills
- Motivated and able to work against tight deadlines

Desirable

- Experience in managing dance/sport projects
- Experience in running a dance club
- Knowledge of the street dance setting in the UK
- Experience in working in an organisation funded by public bodies.

Other:

- Must have a full driver's license and use of a personal car
- Due to the nature of the organisation, some limited work may be on evenings and weekends
- Must be able to travel for meetings