

**UDOIT Dance Foundation**  
**Development Officer Job Description**

**1 Position Available**

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

**Term:** Rolling contract

**Based:** Working from Home with some travel required

**Area of focus:** Either Manchester / Liverpool / London

**Job Title:** Development Officer

**Salary:** Circa £24-26k *Depending on Experience + Expenses*

**Overview:**

UDOIT Dance Foundation are a charity who aim to inspire, engage and empower people through street dance. We want street dance to be accessible to all and give every person the chance to experience street dance opportunities. We are primarily funded by Sport England & Sport Wales to make Street dance accessible, across the country, primarily in areas of deprivation where young people don't have as many opportunities to experience what street dance can offer. UDOIT Dance Foundation also provides dance leader training, volunteering opportunities, the National Schools Dance championships and bespoke programmes using Street Dance to help with gang crime/ mental health/ physical activity for the elderly

**Key Responsibilities:**

- Identifying opportunities and partners for new or continued expansion of our existing programmes across the area of focus.
- Manage and monitor and maintain our existing funded and commercial programmes.
- Build relationships with outside organisations where appropriate to build or deliver our programmes to a high standard
- Work towards targets outlined by UDOIT
- Budget Management
- Collect the relevant KPI's for each programme

**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 (*When we host an event you will be required to attend*)
- Great teamwork skills
- Motivated and able to work against tight deadlines

**Desirable**

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

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**Other:**

- Must have a full driver's licence 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 (*however majority are hosted online*)

You will be entitled to paid annual leave.

**How to apply:**

Send your CV & Covering letter to [jobs@udoitdance.co.uk](mailto:jobs@udoitdance.co.uk) by 17th February 5pm.

Your covering letter should outline how you meet the requirements outlined above in the person specification.