

# Programmes Co-ordinator

## 6-month fixed term-with opportunity for permanent 25-30 hours per week (£23,500 PA)

### **About the 'Yorkshire Academy of Creative Arts & Dance'**

The Yorkshire Academy of Creative Arts and Dance is dedicated to bringing quality creative arts and dance training to Yorkshire where participants can expand their knowledge of creative arts and dance. We provide a safe, active, creative space where participants can freely express themselves. The Academy promotes positive factors of a healthy lifestyle looking specifically at both mental and physical activity by emphasising education through the form of creative arts and dance.

### **Programme Co-ordinator roles & responsibilities**

- Developing Artistic Programmes and social media strategy
- Overseeing all holiday camps/programmes
- Leasing with members of staff
- Developing/creating partnerships with businesses, education establishments and other organisations
- Being accountable for the education and welfare of children attending company programmes in accordance with national conditions of service
- Working with artists on delivery and setting up of arts provisions
- Sourcing appropriate training for staff and managing bookings
- Managing budgets
- Working with the treasury/HR on budgets
- Managing various budgets and sourcing funding within the company
- Maintaining the company's vision and reputation
- Leading staff meetings
- Implement behaviour management systems and policies and procedures
- Lease with parents and other responsible adults who access the company's service
- Developing planning and expectations of staff within the company
- Developing delivery of programmes within the company and leading by example.

### **Applicants must have the following**

Must	Desirable
<ul style="list-style-type: none"> <li>• Full enhanced DBS or willing to obtain one</li> <li>• Minimum of level 2 in safeguarding or be willing to obtain one</li> <li>• Clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• D1 Driving licence</li> <li>• Management qualification</li> <li>• Experience of managing large projects</li> <li>• Experience of childcare</li> <li>• First aid training</li> </ul>

<ul style="list-style-type: none"><li>• Minimum level 2 qualification in English and Maths</li><li>• Be able to create and deliver a social media strategy</li><li>• Trained BA (HONS) Degree within an art form or business</li><li>• Experience of managing a team and working effectively withing team</li><li>• Experience of applying for funding</li><li>• Experience of setting up arts provisions</li><li>• Experience of managing budgets</li></ul>	
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**How to apply**

To apply for the above position, please download the application and email it to [info@yacad.org](mailto:info@yacad.org). Unfortunately, we do not accept CVs/Resumes.