



COMMUNITY
TRUST

Hull Kingston Rovers Community Trust

Job Description

JOB TITLE: Dance Officer **DATE PREPARED:** July 2020
JOB HOLDER: **REPORTING TO:** Trust Manager

DIGNITY AT WORK:

To show at all times a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assists in ensuring equal access to services and employment opportunities for everyone.

PURPOSE:

Delivery and development of high quality, inclusive and inspirational dance provision for Hull KR Community Trust through a range of programmes.

PRINCIPAL ACCOUNTABILITIES:

1. To seek dance delivery opportunities within schools and other establishments and organise appropriate SLA's.
2. To devise and deliver quality dance programmes which meet the needs of the SLA's.
3. To organise and deliver quality dance programmes during the school holiday camps for young people.
4. To devise and deliver quality dance lessons through the Hull KR Trust Dance Academy.
5. Promote and advertise the Dance Academy to increase numbers and maintain participation.
6. To undertake all administration of the Dance Academy to include upkeep of registers, Floc subscription and Dance Academy merchandise order processing.
7. To manage the Hull KR cheerleaders to include recruitment, retention, dance content and delivery.
8. To seek promotional opportunities for the Hull KR cheerleaders to maximise brand.
9. To supervise the Hull KR cheerleaders during match days to ensure that the match day runs as scripted.
10. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with the level of responsibility.

GENERAL:

1. The above principle accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulations. Confidentiality must be maintained at all times.

3. The post holder must be flexible to ensure that the operational needs of the Trust are met.
4. To promote the Trust's Equal Opportunities Employment Policy.
5. The Health and safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take care for the health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Trust's Safety policy(s).
6. Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

DIMENSIONS:

1. Responsibility for Staff:

2. Responsibility for Customers:

Provide high quality dance sessions for school students, young people, Dance Academy attendees, Hull KR cheerleaders.

3. Responsibility for Budgets:

Dance Academy subscriptions and dance academy dancewear orders. To ensure SLA's are costed accurately.

4. Responsibility for Physical Resources:

Ensure necessary risk assessments and Health and Safety checks are carried out on resources, equipment and venues and that resources are appropriate for the delivery of dance programmes.

ORGANISATION CHART:

Attached.

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

1. Qualifications – Requirement

- 3 GCSE or equivalent
- Dance leader qualification
- Dance qualification
- Safeguarding training
- Enhanced DBS

2. Knowledge – Requirement

- Knowledge and understanding of the value of dance for young people.
- Understanding of equality and diversity, health and safety, Safeguarding, sustainable development and physical literacy

3. Experience – Requirement

- Experience of delivering dance sessions.
- Experience of working as part of an effective team.
- Experience of developing high quality dance programmes.

4. Specific Skills – Requirement

- Ability to work on own initiative and be innovative.
- Ability to work to deadlines.
- Ability to identify own development needs.
- Ability to influence, persuade and negotiate with others.
- Commitment to promoting equality and diversity.

WORKING RELATIONSHIPS:

1. Within Directorate/Service Area/Section

Hull KR Trust staff

2. With Any Other Areas:

Works with other sections of Hull KR as required.

3. With External Bodies to the Club and/or Trust

Schools and other establishments

Community and Voluntary Organisations.

INTERPERSONAL/COMMUNICATION SKILLS:

1. Verbal:

- Good oral communications skills.

2. Written:

- Maintain effective records.
- Exchange information adhering to Data Protection Policies.
- Written and email correspondence.

THINKING CHALLENGE/MENTAL DEMANDS:

- To devise quality programmes for delivery to a wide ranging audience.

PHYSICAL DEMANDS:

Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment)

Not applicable

Moderate

Low

High

Very High

WORKING CONDITIONS:

Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).

Not applicable

Moderate

Low

High

Very High

EMOTIONAL DEMANDS:

Exposure to objectionable situations over and above that normally incurred in a day to day office environment

Not applicable

Moderate

Low

High

Very High

Intense

This job description conveys a full and accurate description of the job:

Signature

Designation

Date

CONFIRMED BY:

RECEIVED AND AGREED BY:

Post holder

.....
.....