

Post:	REIMAGINE COORDINATOR
Hours:	Part time 12 hours per week
Term:	Fixed term contract to August 2022 with the potential of extending the term
Salary:	£7,013.76 (21,480 Full Time Equivalent 35 hours)
Based at:	Déda, 19 Chapel Street, Derby DE1 3GU
Responsible to:	Dance Development and Learning Manager

Purpose of post:

To coordinate the delivery of the Reimagine project for Déda. Reimagine is a performance programme generated by young people in areas of lowest cultural engagement. Five Derby arts organisations: Déda, Derby Theatre, Sinfonia ViVA, Baby People and Artcore coordinate a Reimagine hub each to build long-lasting relationships with young people, community partners and schools in their area.

Delivery runs until March 2023 with all evaluations and exit strategy in place by June 23. This post is required until end of August 22 with the possibility of extending the period, funding permitting.

Key Responsibilities and Duties

- Coordinate all Déda's Reimagine Hub activity in the Derwent and Chaddesden wards
- Work with the Dance Development and Learning Manager and Dance Development and Learning Co-ordinator to manage the hub steering group
- Working with other artists delivering the project, engage with local young people and community partners to shape the project for the Derwent and Chaddesden hub.
- Coordinate the hub workshop programme according to the needs of the young people, artists, parents, teachers and community leaders
- In consultation with the Dance Development and learning team, identify artists to deliver the hub activity
- Work with the Dance Development and Learning Coordinator and the Dance Development and Learning Manager, coordinate the provision of locally based events, supporting young people to lead on key roles
- Engage with local schools to facilitate hub activity in school or off-site with their students
- Work with the Dance Development and Learning team to identify training requirements for teachers involved in hub activity
- Attend coordinator and hub meetings as and when required
- Broker new relationships with community partners and actively get them involved in hub activity
- Support the hubs delivery of their part of the Reimagine Festival 2022
- Gather and collate the participant data and statistics and record them in the monitoring and evaluation paperwork
- Ensure that all required evaluation is carried out

Sales This job description is intended as a guide to the nature of the work required of this position, it is neither wholly comprehensive nor restrictive and is subject to review.

General Duties

- Attend team meetings as appropriate.
- Regular attendance of events and projects.
- Represent the organisation and advocate its work at relevant local, regional and national networks and forums where appropriate.

This job description is a guide to the nature of the work required of the Fundraising and Sales Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the General Manager/Development Manager as required.

Basic Terms and Conditions

- You will split your time between the Déda office and schools and community settings in the Derwent and Chaddesden wards. The option of working from home for some of the time can be discussed if required
- Holidays: 20 days pro rata (rising to 25 after five years' service plus statutory and public holidays)
- Time off in lieu will be given for hours worked over 30 hours, but no overtime is payable.

PERSON SPECIFICATION

We require a versatile individual to be on the ground and be hands on in Derby to help coordinate this innovative programme of work. You will be a confident person with excellent communication and organisational skills, who is able to enthuse others about this project.

Skills and knowledge

- Good communication skills; able to converse with young people, teachers, community leaders and partners
- Safeguarding young people
- Awareness of equality, diversity and inclusion issues within educational and cultural setting
- Network building
- Administration and coordination

Essential Skills and Experience

- Working with artists and young people to co-create performance work
- Teaching dance in community settings
- Excellent communication skills at all levels
- Good team working skills
- Able to prioritise workload and meet deadlines
- Knowledge of Microsoft office

To apply

Provide your covering information describing how you and your skills can deliver the job description

You can share your covering information in in the following ways:

1. Email your Cover letter (no more than two pages)
2. Sending a video (no longer then 10Mins)
3. Sending a voice memo/recording (No longer then 10mins)

Send your covering description and your CV to to [Rachel Austin](#)
