

Programmes Manager

Full-time (37.5 hours per week)

Fixed-term until 31st March 2028 (with the possibility of extension subject to continued funding)

Salary: £30,000 per annum

Overview

The Programmes Manager plays a key role in coordinating the delivery of YDance's national programmes, ensuring high-quality, inclusive, and efficient delivery across a range of projects and partnerships.

Key Responsibilities

Programme Coordination & Delivery

- Coordinate the planning and delivery of YDance programmes and projects.
- Work closely with the Artistic Director, Executive Director, Heads of Programmes, and wider team, to ensure effective programme delivery.
- Liaise with partners, staff and participants to support the successful implementation of projects.
- Develop workshop timetables in collaboration with Heads of Programmes and communicate arrangements clearly to all stakeholders.
- Communicate project requirements, schedules and logistics to staff, artists and participants.

Production & Events

- Act as Production Manager for performance events, including, but not limited to, Destinations and the National Youth Dance Company of Scotland.
- Liaise with venue staff, technical teams, partners, and internal staff to ensure smooth delivery of performances and events.
- Organise venues for workshops, rehearsals, performances and training activity.

Operations, Contracts & Logistics

- Manage freelance contracts for artists, contractors and training providers.
- Work with the Marketing & Administrative Assistant to coordinate invoicing and payments.
- Arrange travel and accommodation for project staff and participants as required.
- Maintain an accurate and up-to-date project diary and schedule.
- Support the coordination and documentation of project-related expenses, including petty cash and travel.

Monitoring, Evaluation & Reporting

- Ensure all project evaluations are completed by relevant staff.
- Oversee the accurate recording of participant data and statistics on YDance's CRM system (Plinth).
- Support reporting to the Board of Directors and funding bodies.
- Contribute to maintaining high-quality monitoring and evaluation processes across programmes.

Compliance, Safeguarding & Wellbeing

- Ensure the completion and implementation of risk assessments in line with YDance policy.
- Support safe and inclusive practice across all programmes.

Qualifications & Learning Programmes

- Support the Qualifications Manager in the administration and quality assurance of YDance's awards and qualifications.
- This includes (but is not limited to):
 - Award in Dance Leadership
 - Personal Achievement Awards
- Assist with associated processes, documentation and coordination as required.

Additional Administrative Responsibilities (shared with Marketing & Administrative Assistant)

- Support the organisation of meetings, including taking and writing up minutes as required.
- Contribute to general administrative support across programmes where needed.
- Work collaboratively with the Marketing & Administrative Assistant, and wider team, to ensure smooth organisational operations.

This job description is non-contractual and reflects the current responsibilities of the role. Duties and responsibilities may change over time in line with the needs of the organisation.

Terms and Conditions

- **Salary:** £30,000 per annum.
- **Working Hours:** 37.5 hours per week, including a 30-minute paid meal break per day. Flexible working hours are available in line with the demands of the role.
- **Work pattern:** The role is primarily home-based on Monday, Thursday and Friday, with core office-based working on Tuesday and Wednesday at YDance's Glasgow office. This may vary depending on organisational needs.
- **Line management:** The post reports to the Artistic Director/Co-CEO.
- **Travel:** The role may involve occasional travel across Scotland. Reasonable expenses will be reimbursed in line with organisational policy.
- **Holidays:** 26 days annual leave, including 5 days to be taken over the Christmas/New Year period, plus up to 11 public holidays.
- **Time Off in Lieu (TOIL):** TOIL may be granted at the discretion of your line manager for additional hours worked. Overtime is not payable.
- **Pension:** 3% Employer Contribution, minimum 3% Employee Contribution.

We actively welcome applications from people who are underrepresented in the arts sector, including disabled people, people from the global majority, and those from marginalised or minoritised communities. We are committed to creating a working environment that is inclusive, respectful, and supportive for all.

If you would prefer to apply in a different format – such as a video, voice note, or another method that better suits your access needs – please contact us at recruitment@ydance.org or call 0141 552 7712 and we'll be happy to support you.

To Apply:

Please send a CV and a covering letter detailing your relevant experience related to the job description and person specification to recruitment@ydance.org

- **Deadline:** 7th June at 5pm.
- **Interviews:** 16th June, in person at our office in Glasgow City Centre.