CANDIDATE BRIEFING

Programme Coordinator, Children & Young People

October 2026

DANCE EAST

MOVE | BE MOVED

JERWOOD DANCEHOUSE IPSWICH

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01473 295230

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About DanceEast

DanceEast's vision is a world where everyone can benefit from the vital and life-enhancing power of dance.

Operating in the East of England and beyond, our mission is to create new and exciting ways for people to move or be moved, through participating in, experiencing, or producing dance at its very best. We promote dance as an avenue for self-expression, discovery, and fulfilment; to enhance health and wellbeing; and as a tool to unite people and communities.

Three values drive us forwards: a passionate pursuit of quality, a commitment to making dance compelling, accessible, and inclusive for everyone, and a determination to focus effort and investment where it has the greatest impact.

As one of the UK's leading dance organisations and the home of dance in the East of England, our work is consistently excellent, and our impact is felt locally, regionally, and nationally. Each year our programme reaches 40,000 attendances of participatory activities and 13,000 attendances of performances both in the theatre and outdoors. Our outreach activities focus on people facing disadvantage as well as those traditionally under-represented in arts engagement; we give more people the chance to experience and create the highest quality dance, for the greatest benefit of all.

Further information about DanceEast can be found at **www.danceeast.co.uk**



2026 Centre for Advanced Training Year End Performance
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Purpose of the Post

As a member of the Creative Team, the Coordinator – Children & Young People provides organisational and administrative support for the delivery of DanceEast's Children & Young People (CYP) programme, with a particular focus on youth dance, community engagement, participation and education activity. Working closely with the Producer – Children & Young People and CAT Officer, the post-holder will support the effective delivery of activity across the wider CYP programme and Centre for Advanced Training (CAT).

The post-holder coordinates an agreed portfolio of activity, supporting the planning, administration and practical delivery of projects, workshops and events. The role involves working directly with children and young people, schools, community organisations, artists and partners to support inclusive and accessible opportunities to engage with dance. The post-holder provides administrative and operational support for the CAT, including participant communications, bookings, logistics, scheduling and maintaining accurate records.

Through this work, the post-holder supports DanceEast's ambition to provide opportunities for children and young people to discover, develop and progress in dance through high-quality training, education and creative opportunities.

Key Relationships

Internal: Producer – Children & Young People; CAT Officer; Head of Creative Programmes and other members of the Creative Team; CAT tutors, musicians and freelance tutors; Head of Communications & Development and the Marketing & Communications and Development teams; Operations and Finance staff; and other staff across the organisation.

External: Children and young people, parents and carers, schools, teachers and education partners; artists, practitioners and companies; CAT students and families; youth and careers partners; regional and national education, youth dance and social mobility networks, including the National Dance CATs Network; and other partners involved in DanceEast's programmes.

Principle Responsibilities

Children & Young People Programme

- Coordinate an agreed portfolio of Children & Young People activity, particularly participant, schools and careers activity
- Support the planning and delivery of CAT and wider CYP activity, working closely with the Producer - Children & Young People and CAT Officer
- Coordinate programme administration and participant communications across an agreed portfolio of activity

- Coordinate bookings, logistics, scheduling and practical arrangements for CYP activity
- Coordinate agreed schools and education activity, including communications with schools, teachers, participants and other partners
- Coordinate agreed careers activity, including careers events, open days, work experience and other opportunities for young people
- Support the delivery of youth dance, youth leadership and other CYP projects, workshops and activity
- Support the development of participation and progression pathways for children and young people, reducing barriers to participation, engaging underrepresented young people, and ensuring youth voice informs the design and delivery of activity.
- Build positive relationships with participants, parents and carers, schools, teachers, artists, practitioners and programme partners
- Ensure participants and partners receive clear, timely and appropriate information about programme activity.

Centre for Advanced Training

- Coordinate the administration of agreed Centre for Advanced Training (CAT) activity, working closely with the CAT Officer
- Support CAT recruitment activity, including taster days, open studios, auditions and related activity
- Coordinate participant attendance, communications and practical arrangements for CAT activity
- Support the delivery of CAT intensives, pre-CAT classes / Bursaries programme and other CAT activity
- Support participant progression and feedback processes, working with the CAT Officer
- Support the planning and delivery of CAT events and activity, including CAT weekend and the CAT End of Year Show
- Maintain accurate participant and programme records and ensure information is up to date
- Support the Producer - Children & Young People and CAT Officer with programme planning, monitoring, evaluation and reporting.

Administration & Programme Management

- Support the maintenance of accurate and up-to-date records relating to participants, activity, bookings, communications and programme delivery
- Coordinate practical arrangements across venues, artists, practitioners, schools, participants and partners
- Support finance processes, including monitoring expenditure, processing invoices and maintaining information required for reporting
- Support the preparation and maintenance of programme budgets, contracts, monitoring and reporting information, as required
- Contribute to the monitoring and evaluation of Children & Young People activity, collating information and feedback to inform learning and programme development
- Support the Producer - Children & Young People and CAT Officer to ensure activity is well planned, organised and delivered effectively
- Work occasional evenings and weekends as required by the programme, including CAT and wider CYP activity.

General

- Contribute to the delivery of DanceEast's wider Creative Programme, working collaboratively across the organisation to support DanceEast's mission and wider work
- Attend staff and team meetings, and staff training as required
- Carry out duties and responsibilities regarding DanceEast's EDI, Environmental, Access, Health & Safety and other policies
- Contribute to a positive organisational culture and ensuring that the organisation performs at its best at all times
- Undertake other duties as may be reasonably required by DanceEast.

At DanceEast we are committed to creating a diverse, inclusive workforce that is reflective and representative of the diversity of our communities.

We recognise that difference is a strength, and our working environment is one where every individual's unique contribution is valued and respected.

Person Specification

While we have set out our ideal requirements below, we remain open and flexible. We are interested in hearing from candidates who:

- Have experience across some, but not all, of the outlined job description
- Have some, but not all, of the essential skills.

Attributes

- Strong communication skills, with a range of people including children and young people, parents/carers, schools, teachers, artists and colleagues
- A positive, approachable and supportive manner, with an understanding of the needs of children and young people
- Highly organised, with the ability to manage multiple tasks, prioritise effectively and meet deadlines
- Able to work on own initiative while also working effectively as part of a team
- Proactive and practical, with a willingness to find solutions and get things done
- Strong attention to detail and commitment to accuracy
- Positive and curious approach, with a willingness to learn and develop
- Commitment to excellence in all forms of dance practice and engagement
- Commitment to equality, diversity, inclusion and best practice in promoting equality of opportunity
- Commitment to living locally, able to travel regionally and to work evenings and weekends as required.

Qualifications and Experience

Essential

- Knowledge and appreciation of dance, and an interest in the development of dance opportunities for children and young people
- Experience of providing effective administration and coordination for projects, programmes or events
- Experience of working with children and young people in an arts, education or community setting
- Excellent organisational skills, including planning, scheduling, managing information and coordinating logistics
- Experience of communicating effectively with a range of people, including children and young people, parents/carers, schools, artists, practitioners and colleagues
- Experience of working with databases, spreadsheets and other systems to maintain accurate records
- Able to collate and manage information accurately and consistently to contribute to monitoring, evaluation and reporting
- Good written communication skills, with a high level of accuracy and attention to detail
- Good numeracy skills and ability to monitor budgets and financial information with guidance
- Strong IT skills, including Microsoft Word and Excel, email and internet
- Experience of effective team working and understanding of the needs of supporting colleagues and programme teams
- Understanding of the importance of safeguarding when working with children and young people
- Commitment to equality, diversity, inclusion and best practice in promoting equality of opportunity.

Desirable

- Previous relevant work experience in the arts, dance, education or youth sector
- Experience of coordinating schools, education or youth activity
- Experience of working with participants, parents/carers and schools
- Experience of using box office, CRM systems and Google Drive
- Experience of monitoring and evaluating projects or programmes
- Experience of working with publicly funded arts programmes
- First Aid qualification.



Breaking Class
©Alicia Clarke

Terms & Conditions

Salary:	£25,500 per annum.
Responsible to:	Producer, Children & Young People.
Start Date:	January 2027.
Hours of Work:	37½ hours per week, normally worked over five days; including some evening and weekend work, as required.
Working Hours:	Normal working hours are 9.00am to 5.30pm, with one hour for lunch. The organisation welcomes flexible working with daily starting times of up to 10am and finish times from 4pm. You should agree your exact working pattern with your line manager.
Place of Work:	Jerwood DanceHouse, Ipswich, IP4 1DW. By the very nature of the role and organisation, office working will be the default position, but some flexibility may be available.
Holiday Entitlement:	20 days paid holiday per year pro-rata, increasing to 25 days per year after two years of continuous employment; plus statutory UK bank holidays, pro-rata.
Probation period:	Three months.
Notice Period:	One week during probation period, rising to two months after successful completion of probation period.
Right to Work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to DanceEast.
Pension Scheme:	Should you meet the required criteria, as laid down by legislation, you will automatically be enrolled into a qualifying workplace pension scheme in which both yourself and DanceEast will make monthly contributions. The employer's contribution is 4% of your salary and the employee's contribution is no less than 4% of your salary. You have the option to opt out of the scheme if you wish to.
Safeguarding:	The successful applicant will be subject to an Enhanced DBS Check on commencement of their employment, unless one is already held and acceptable to DanceEast, and at regular intervals during their employment. The postholder will be required to obtain a Chaperone's Licence, undertake Safeguarding Training, and First Aid training (including Mental Health First Aid).
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Flexible and adaptive learning and development opportunities; Cycle to Work scheme; and Staff discount at the DanceHouse café.
Further Information:	This job description is a guide to the nature of the work required for this position. It is neither wholly comprehensive nor restrictive and will be reviewed with the postholder annually or at significant points for the organisation.

Organisational Structure

DanceEast's staff team brings together specialist expertise across creative programming, communications and development, and operations and resources.

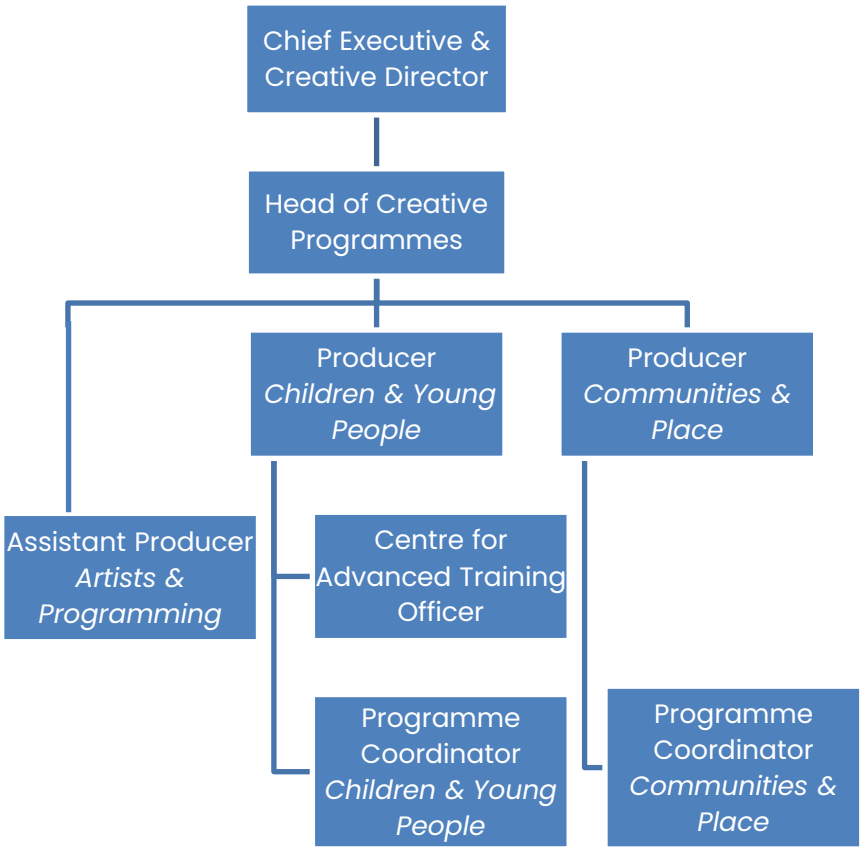
Creative Programmes develops and delivers DanceEast's artistic programme and participation activity, working with artists, children and young people, and communities.

Communications & Development raises the profile of DanceEast, connects our work with audiences and communities, and develops relationships with funders, donors and partners. The team leads on marketing, communications, fundraising and income development.

Operations & Resources provides the practical and organisational support that enables DanceEast to operate effectively. This includes finance and administration, ticket sales, venue operations, technical support and building management.

These areas work closely together, sharing expertise and resources to deliver DanceEast's vision and mission.

The diagram below shows the structure of the Creative Team who deliver the Creative Programme.



Making an application

Applications should be made on the enclosed Application Form.

Candidates should provide detailed information in their application which clearly demonstrates how they meet each of the essential criteria listed in the Person Specification. The shortlisting panel will assess applications solely on the information supplied, so it is essential that your responses correspond to these criteria.

DanceEast recognise the value of having a diverse workforce and is actively seeking to broaden the range of people represented in our workforce. We therefore welcome applications from candidates from a wide range of ages, backgrounds and lifestyles and make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

For an informal conversation about the role contact Daisy.Wyatt@**danceeast**.co.uk. If you have any access needs, and/or feel you would benefit from any reasonable adjustments to allow you to fully participate in the application and selection process, please get in touch with HR@**danceeast**.co.uk.

DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal Opportunities Monitoring Form, which will be treated as confidential and used for statistical purposes only. The form will be separated from your application and remain anonymous before your application is reviewed by the selection panel.

The Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to HR@**danceeast**.co.uk; or sent by post to Bill Armitage, Head of Operations & Resources, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private and Confidential". Please note that CV's will only be considered when attached to a fully completed Application Form.

Completed applications must arrive at DanceEast by 9.00am on Thursday 12th November. Successful candidates will be invited to an interview at the Jerwood DanceHouse on Tuesday 17th November, and candidates should be available on this date.