

JOB DESCRIPTION:

Centre for Advanced Training (CAT) Manager

DATE:

April 2019

1. **DEPARTMENT** Academy of Northern Ballet
2. **RESPONSIBLE TO** Academy Associate Director
3. **RESPONSIBLE FOR** All admin for Centre for Advanced Training Programme and daily operations to ensure the effective and successful running of this programme
4. **MAIN PURPOSE OF THE JOB** To manage the admin for the CAT Programme, be the point of contact for the programme.

5. **PRINCIPLE RESPONSIBILITIES**

- Responsible for all admin for the CAT programme including grant applications and invoicing/all enquires/letters/bursaries/anything CAT related
- Maintain knowledge of and manage communications with other education and dance training providers
- Coordinate all applications and audition enquiries and procedures/confirmations, recalls, outcome & offer letters
- CAT recruitment – implement outreach programmes across Yorkshire
- Organise CAT open taster days, audition days, intensive weekend, theatre visits and any other additional workshops in conjunction with Open Programme Manager & Student Support Coordinator, Academy Coordinator and the artistic team.
- Organise the intensive weekend, additional workshops, and theatre trips
- Ensure all students have the appropriate resources to assist with their training and delivery of their Individual Training Plans (ITP)
- Co-ordinate end of year performance liaising with NSCD
- Set viewing dates in coordination with all programme Managers
- Organise and facilitate parent and pupil meetings, in conjunction with the artistic team
- Mentor the students
- CAT studies
- Oversee the purchase of uniforms and equipment for the pupils
- Maintain good communication with parents through a variety of methods, and with the Parents Association
- Oversee and facilitate any CAT event
- If students are performing with the Company ensure all appropriate chaperones and performance agreements are in place
- Addressing any issues in an appropriate manner and keeping the Academy Associate Director updated with any issues.
- Responsible for dealing with any CAT enquiries that may come through the reception team or via email enquiry.
- Keep the Director of Academy and Associate Director regularly updated with class numbers.
- Emergency contact data give to Academy Coordinator and Open Programme Manager

- Maintain and update, when appropriate, the student handbook, ensuring that all information is timely. Ensure all term dates are issued to students with appropriate notice.
- Check site information is correct and updated
- Attend CAT national meets
- Be a safeguarding officer
- Any other duties as reasonably required for the effective running of the department

Essential Criteria

- A proven track record in administrative management and strong organisational skills
- An outgoing and confident personality with strong people and communications skills
- Three years professional experience of working with children
- A knowledge of ballet or dance training
- An understanding of the CAT programmes nationally
- A passion and enthusiasm for communicating about the art form

Desirable Criteria

- Qualified to degree level

35 hours per week

Salary – Circa £23,500, dependent on experience

Closing date for applications is Thursday 23rd May at 9.00 am

Interviews will take place in Leeds on Tuesday 28th May

This role will be subject to an enhanced DBS check.