

**EAST  
LONDON  
DANCE**

# **OPERATIONS & FINANCE COORDINATOR RECRUITMENT PACK DECEMBER 2019**



East Wall, 2018 - Photo by Tony Birch



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**ARTS COUNCIL  
ENGLAND**

# SUMMARY

Thank you for your interest in the Operations & Finance Coordinator role at East London Dance. Enclosed in this recruitment pack is some information and context about East London Dance, our programme and future plans, as well as the job description and person specification.

The Operations & Finance Coordinator is a key post in the organisation's new staffing structure and sits within a team who are planning our move towards a new building and home at 3 Sugar House Lane near the Olympic Park in 2021.

## Job Overview:

<b>Role:</b>	Operations & Finance Coordinator
<b>Salary:</b>	£22,000
<b>Working hours:</b>	Full time (37.5 hours p/w)
<b>Annual leave:</b>	25 days, plus statutory holidays
<b>Benefits:</b>	Pension scheme, (and on completion of probation) ticket budget to see work, Cycle to Work Scheme, Techscheme and staff season ticket loan
<b>Reports to:</b>	Executive Director
<b>Expected start date:</b>	May 2020

## How to Apply:

To apply please complete the online form here:

[cognitofrms.com/EastLondonDance/OperationsFinanceCoordinator](https://cognitofrms.com/EastLondonDance/OperationsFinanceCoordinator)

<b>Closing date for applications:</b>	Wednesday 26 February 2020, 10am
<b>First interviews:</b>	Wednesday 4 March 2020
<b>Second interviews:</b>	Monday 9 March 2020

East London Dance is committed to being a truly inclusive organisation. We particularly encourage applications from groups who are underrepresented in the cultural sector including people from Black, Asian and minority ethnic backgrounds, and disabled people. More information can be found on the last page.



# WE ARE EAST LONDON DANCE

East London Dance has been bringing people to dance and dance to people for over three decades. We enrich people's lives by presenting the very best dance opportunities to those least likely to receive them; discovering and nurturing emerging artists and producers; commissioning and staging great art; and championing the importance of dance.

Through our wide ranging classes, programmes, productions and partnerships we connect locally with people of all ages, abilities and cultural backgrounds.

We are rooted in east London, but our impact and ambition reach far beyond. We collaborate widely and attract world-class choreographers and artists to come and work with us. Across the cultural world and among our audiences and participants, we make friendships, partnerships and inspired connections.

We love dance, it changes lives for the better and we believe that everyone has the right to access all its artistic, social and health benefits.

## THE NUMBERS

- We reach audiences of over 54,000 each year
- We mentor over 70 artists and producers every year
- Over 2,400 people participate in our activity each year
- 60% of our audiences and beneficiaries are people who are least likely to engage in the arts



On The Move session at IQL's Your Stratford Stage - Photo by Rory James

# OUR WORK

We have Four Pillars that underpin our work:

- **Locally Rooted Participation** – presenting the very best dance opportunities and enabling people to get involved in dance, regardless of ability, through dance classes, projects, performance opportunities, professional development and leadership programmes.
- **Talent Incubator** – discovering and nurturing the next generation of artists and dance producers through artistic and business development support.
- **Creative Producer** – commissioning and staging great art that engages wide ranging audiences and reflects the diversity, energy, eclecticism and aesthetic of east London.
- **Dance Leader** – championing the importance of dance for social change, community cohesion, and health and wellbeing, and as an expressive artform that educates, inspires and entertains.

# VALUES

We believe:

- that dance can inspire and empower everyone in many different ways
- in being enterprising – creatively, strategically and financially
- in approaching all our work with authenticity, honesty and integrity
- that collaboration is integral to success
- in being open to new ideas, new people, new places, and new ways of working

# ARTISTIC FOCUS

We prioritise and invest in dance that reflects the urban culture around us. This is not limited to a particular dance style but mirrors the melting pot of cultures, people and ideas that makes east London such a diverse, entrepreneurial and eclectic part of the country.

East London Youth Dance Company - Photo by Chris O'Donovan



## THE FUTURE

This is an exciting time of organisation change at East London Dance as we prepare to move into our own building for the first time in our 30-year history, finally giving us and our community a home for dance in east London. Together with music organisation Urban Development, we are co-creating the UK's first Talent House for Urban Culture. With state-of-the-art studios and workspaces, a refurbished heritage building will become a vibrant new creative hub at the heart of Vastint UK's new Sugar House Island development in Stratford. We intend to move in Spring 2021 from our current home at Stratford Circus Arts Centre.

3 Sugar House Lane will be an authentic and aspirational space to unlock the potential of the next generation of dancers, choreographers, musicians, composers and producers. It will be an incubation hub and creation space with strong industry links for innovation in the creative industries, launching new projects, products and careers. It will be a place of collaboration, encouraging the cross-fertilisation of talent and ideas between both organisations and the people that use the building.

## ABOUT THE POST

The Operations & Finance Coordinator role is a front-line role that facilitates the administration, finance and operational systems of our growing charity. Working closely with the Executive Director and Organisation Change Manager, the role coordinates our finance and data systems, supports personnel and HR and will develop current and future operations as we look to move to a new building and home.

We are looking for a candidate who is numerate, efficient and reliable. Financial training or experience is not a requirement as financial skills can be taught; however, we are interested in some exposure to Excel, a strong interest in learning and an aptitude for ownership of both detail and the big picture.



Creative Lab, 2018 - Photo by Katy Davies

# TERMS OF EMPLOYMENT

<b>Post:</b>	Operations & Finance Coordinator
<b>Salary:</b>	£22,000 per annum
<b>Hours of work:</b>	Full-time, based on 37.5 hours per week. Some evening and weekend work will be required
<b>Term:</b>	Permanent
<b>Period of notice:</b>	1 month
<b>Probation period:</b>	3 months
<b>Annual leave entitlement:</b>	25 days (April to March) plus statutory holidays
<b>Current office base:</b>	Stratford Circus Arts Centre, Theatre Square, Stratford, London, E15 1BX
<b>Travel area:</b>	Projects will incur occasional travel to other sites and venues throughout the east London region
<b>Expenses:</b>	Travel during the course of business will be reimbursed and mileage paid in line with East London Dance's expenses policy
<b>Benefits:</b>	Pension scheme, (on completion of probation) Ticket budget to see work, Cycle to Work Scheme, Techscheme and staff season ticket loan
<b>Overtime:</b>	Overtime payments are not made. Time off in lieu (TOIL) is provided in line with East London Dance's TOIL policy.
<b>Responsible to:</b>	Executive Director
<b>Key relationships (internal):</b>	Organisation Change Manager, Chief Executive & Artistic Director, Programme Director, Communications Manager, Programme Coordinator, Fundraising & Community Engagement Coordinator, Participation Producer, Youth Dance Producer, Artist Support & Events Producer, Youth Dance Projects Assistant, Surrey Placement: Project Assistant; other new building-related roles not yet fulfilled
<b>Key relationships (external):</b>	The public, arts organisations and partners, participants, artists, teachers, educational institutions, venues, local authorities, commercial hirers and class attendees.

# **JOB DESCRIPTION**

## **Purpose of the Post:**

- To provide coordination and support across the organisation including operations, finance and digital systems
- To aid the development of organisational efficiency amidst the move to a new home

## **Key Responsibilities:**

### **Operations**

- Act as first point of contact for front-line queries by email, telephone, and when needed, the future reception desk
- Carry out routine administrative duties including office correspondence, photocopying, filing and post
- Lead on the coordination of the day-to-day company operations, including the printer, supplies, filing, record keeping and post
- Take responsibility for coordination of IT and our cloud-based CRM system TrackVia, with the IT Consultant
- Take responsibility for equipment coordination
- Track internal space bookings at our current and future venue
- Take board minutes and support governance administration
- Support the development and maintenance of new building systems with the Organisation Change Manager
- Support the Executive team with administrative support as required
- Review and implement systems as required to ensure the smooth running of the organisation

### **Financial**

- Provide financial administration support including petty cash, card and direct debit reconciliations and banking
- Raise invoices and chase debtors
- Coordinate a weekly pay run
- Prepare monthly payroll for artists
- Support the Bookkeeper with record keeping queries
- Prepare statements from the accounts package to enable regular budget reconciliation
- Support core budget coordination, work within all agreed budgets and maintain financial records related to your work

**Continues over leaf**

# **JOB DESCRIPTION CONTINUED**

## **Data Collection, Monitoring, Evaluation and Reporting**

- Coordinate digital data collection systems including Cognito Forms
- Support the collation and analysis of all quantitative and qualitative evaluation data across the organisation
- Oversee environmental reporting
- Support the Executive and Operations teams with reporting to funders including Arts Council England
- Support the Operations team to maintain legally compliant data protection systems

## **Personnel**

- Support HR coordination and recruitment
- Support staff inductions and training as required

## **Commercial**

- Support sales monitoring and administration as needed
- Track artists, teachers and any other expenditure related to commercial income

## **Artistic Programme**

- Co-ordinate some Tailor Made Dance projects and events on occasion including managing queries and issuing quotes and contracts, in liaison with the Programme team
- Support the delivery of events and projects in the programme as required

## **Other**

- Undertake any other duties as required
- Attend and staff East London Dance events as required
- Induct and supervise work experience placements as required
- Work to all legislation and company policies on equal opportunities, diversity, health and safety and employment law etc
- Represent East London Dance externally as required

# PERSON SPECIFICATION

## Future Flexibility

East London Dance is undergoing a period of organisational change as we grow and develop to operate our new building. The Operations & Finance Coordinator will be required to show a flexible approach to this – which may involve revisions around job descriptions and staffing structures.

## Essential Experience & Qualities:

- A minimum of 18 month's professional experience working in an arts, culture, charity or educational sector
- Excellent and demonstrable organisation skills
- Efficient and reliable
- Numerate and able to work accurately with data entry and to check financial figures
- Enjoys logical thinking and problem solving
- Self-motivated with great attention to detail
- Strong written and oral communication skills with an ability to communicate effectively with a diverse group of people
- Ability to see the big picture, anticipate needs and own the running of organisational systems
- Willingness to take charge within a team and share your ideas succinctly and clearly
- Ability to prioritise workload and also re-prioritise around changing demands
- Strong time management skills and ability to plan towards, focus on and meet deadlines within a busy workload
- Very competent Microsoft Office user, particularly Excel and with a willingness to learn
- Understanding of and commitment to Equal Opportunities practice

## Desirable Experience & Qualities:

- A strong knowledge of and keen interest in dance or the performing arts
- Experience of coordinating financial information in an office, project-based or professional environment
- Experience of operating a building to the public and/or commercial hirers
- Experience of maintaining databases
- An interest in growing operational, HR and financial skills within the charity, arts or dance sectors

## HOW TO APPLY

All applications must be submitted online by the deadline, in all circumstances including technical issues, unless agreed in advance. For any questions or access needs, contact 020 8279 1050 or [recruitment@eastlondondance.org](mailto:recruitment@eastlondondance.org). To apply please complete the Application Form and Equal Opportunities Monitoring Form at the link below:

[cognitoforms.com/EastLondonDance/OperationsFinanceCoordinator](https://cognitoforms.com/EastLondonDance/OperationsFinanceCoordinator)

**Closing date for applications:** Wednesday 26 February 2020, 10am  
**Interviews:** Wednesday 4 March 2020  
**Second interviews:** Monday 9 March 2020

If you would like to have an informal, confidential conversation about the role, please contact Ben Cooper-Melchiors at [ben@eastlondondance.org](mailto:ben@eastlondondance.org).

East London Dance will accept applications for flexi-working or job sharing for this post providing this is in the form of a single application from those offering a job share arrangement.

East London Dance is committed to being a truly inclusive organisation - from our trustees and team members to our artists, audiences and participants. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

