

**EAST  
LONDON  
DANCE**

# **PARTNERSHIPS AND DEVELOPMENT MANAGER RECRUITMENT PACK SPRING 2021**



Myself UK Celebration Dance Battle, 2019. Photo by Foteini Christofilopoulou



**Esmée  
Fairbairn**  
FOUNDATION



Supported using public funding by  
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ENGLAND**

# SUMMARY

Thank you for your interest in the Partnerships and Development Manager role at East London Dance. Enclosed in this recruitment pack is some information and context about East London Dance, as well as the job description and person specification.

The Partnerships and Development Manager leads our fundraising strategy and works alongside the wider team to cultivate and maintain a diverse range of partnerships for the organisation. You would be joining at a really exciting period of organisation change as we prepare to move into a new home and shift from a capital campaign to revenue fundraising.

## Job Overview:

<b>Role:</b>	Partnerships and Development Manager
<b>Salary:</b>	£32,000 - £37,000 full time equivalent
<b>Working hours:</b>	Part Time: 0.8 (30 hours p/week)
<b>Annual leave:</b>	20 days plus statutory holidays (25 days full time equivalent)
<b>Reports to:</b>	Chief Executive

Proposals for flexi-working, job-sharing, and part-remote working are welcome and considered openly.

## How to Apply:

To apply please complete the online form here:

[eastlondondance.org/opportunities/partnerships-development-manager](http://eastlondondance.org/opportunities/partnerships-development-manager)

<b>Closing date for applications:</b>	Monday 19 April 2021, 12noon
<b>Interviews (via Zoom):</b>	Tuesday 27 April 2021

East London Dance is committed to being a truly inclusive organisation. We recognise people can face a range of barriers going through recruitment processes and are committed to breaking down these barriers. We particularly encourage applications from people who are underrepresented in the cultural sector including Black, Asian and ethnically diverse individuals, and disabled people.

More information can be found on the final page.



# WE ARE EAST LONDON DANCE

East London Dance is here to champion and grow the east London dance scene.

We are here for anyone with an interest in expressing themselves through dance - from those with a simple passion for movement, to the creative leaders who go on to form professional dance companies.

We are a catalyst for creativity - for dance creators, producers, and for their careers. We build vibrant creative communities by investing in east London's dance artists and their cultural and creative influences, as well as curating bespoke opportunities for expression and performance in a raft of dance styles including hip hop, contemporary and south east Asian.

From the contemporary themes we explore through dance, to the boundary-breaking projects we champion and produce, to the unexpected spaces in which we present shows, we trust in the ambition of others and place the artists and participants we work with at the centre of our decision making. It's how we give light to the issues that matter and drive the social impact we and our communities desire.

As a connector between communities and the cultural sector, we collaborate locally, nationally and internationally; bring world renowned artists to mentor and inspire our creatives; and embed role models within local communities, sharing valuable, confidence-building life skills.

Our doors are open to all, connecting creativity to opportunity and creating pathways, particularly where they're lacking or don't currently exist. And by building healthier lives with dance and the training that goes with it, we help develop physical health and mental wellbeing.

In summer 2021, we are moving into our own building alongside music partner, UD. This will be a pioneering dance and music hub for young creatives, local people and the wider arts sector, located at Sugar House Island in Stratford.

**“We believe that creative leaders are essential to developing stronger local communities.”**

## 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

# OUR WORK

We have three core strands of work:

- **Participation** – offering excellent dance experiences for our local communities to provide enjoyment, increase learning, improve health and well-being, build confidence and resilience, and provide clear pathways for progression into employment and/or training.
- **Creative Incubation** – providing artistic and business support to artists and producers enabling them to explore, create and present new work and develop sustainable careers.
- **Performances and Events** - commissioning, co-producing and presenting outstanding dance performance that showcases the next generation of creative talent; supports creatives to inspire and attract new audiences; challenges traditional conventions about how dance is staged; embraces collaborations across art-forms; and profiles digital innovation.

Underpinning all of this is a commitment to co-creation – giving programming and decision making power to young people and artists.

# OUR BEHAVIOURS

## We lead

We're here to grow the east London dance scene—that means we push boundaries and make bold choices.

## We represent

We stand for real culture, authentic expression, and true representation of the diverse voices of east London.

## We stand together

Like friends and family, we've got each other's backs. We provide positive role models for the communities we serve.

## We pioneer

We create performances and events that challenge conventions and explore brave themes.

## We welcome

We are accessible to everyone in the community who is passionate about dance. On or off the stage, we can support your growth.

# 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 communities a home for dance in east London. Together with music organisation UD, we are co-creating the UK's first Talent House. 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 will be moving in Summer 2021 ready to launch a new programme from January 2022.

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.

## FUNDING

East London Dance is part of Arts Council England's National Portfolio of organisations and currently also has multi-year funding from HeadStart Newham, Esmée Fairbairn Foundation and Greater London Authority Young Londoners. We secure additional funding through a number of partnerships and projects, as well as through earned income, donations and corporate partnerships. Our turnover for 2019-20 (excluding capital) was approximately £590,000 and this is set to grow by 30-35% over the next three years as we develop our business model in the new building.

## PARTNERS

Partnership working is key to East London Dance's artistic and strategic development. Our partners include local, regional and national cultural organisations, partners from the education, health and sports sectors, and local authorities.

We have three principal partnerships: UD (Talent House Partner), University of East London (Principal University Partner) and Sadler's Wells (Strategic Partner).

Other examples include Dance Cluster East with Sadler's Wells, English National Ballet, Studio Wayne McGregor, Avant Garde Dance and Boy Blue; HeadStart Newham; and East Bank partners including London College of Fashion and BBC Music.



# TERMS OF EMPLOYMENT

<b>Salary:</b>	£32,000 - £37,000 per annum full time equivalent
<b>Hours of work:</b>	4 days (30 hours) per week. Some occasional evening and weekend work will be required
<b>Period of notice:</b>	2 months
<b>Annual leave entitlement:</b>	25 days full-time equivalent (20 days pro rata) between April-March, plus statutory holiday allowance pro rata
<b>Office base:</b>	Currently remote working with access to a temporary office. From August 2021: 3 Sugar House Lane, Stratford, London, E15 2RB (potential for part remote working)
<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, staff season ticket loan, cycle to work scheme, tech scheme
<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>	Chief Executive
<b>Responsible for:</b>	Fundraising consultants; Digital and Fundraising Assistant (when in post)
<b>Key relationships (external):</b>	Funders, local authorities, partners, arts and cultural organisations, trustees, donors and sponsors, artists and participants



# **JOB DESCRIPTION**

## **Purpose of the Post:**

- To develop, manage and deliver the East London Dance fundraising strategy
- To establish new relationships with trusts and foundations, individuals, commercial businesses, and other non-arts sectors in order to diversify our income
- To support and contribute to the development of the organisation's strategic partnerships

## **Key Responsibilities:**

### **Fundraising and Development**

- Research and identify potential corporate partners, trusts and foundations, and individuals and coordinate the cultivation of prospects in close collaboration with the Chief Executive, Executive Director, Programme Director and Board
- Research, write and/or contribute to relevant funding applications, tenders and/or pitches
- Design and manage crowdfunding campaigns when required
- Manage relationships and stewardship of key funders, supporters and clients
- Plan and deliver cultivation events as required
- Work with the staff team to maximise donation and sponsorship opportunities, and to contribute to (or write) applications, tenders or pitches

### **Partnership Management**

- Support the identification and establishment of effective local and national partnerships – both strategic and programme focused
- Represent East London Dance at relevant partnership/network meetings

### **Strategic Planning**

- Contribute to East London Dance's long term visioning and planning, including writing, reviewing and implementing elements of the business plan, specifically the fundraising strategy
- Work as part of the Senior Team to support organisation development and long term planning

### **Data Research and Evaluation**

- Provide relevant monitoring and evaluation data to partners and funders
- Maintain accurate database records for all our contacts, partners, grants and gifts
- Support impact evaluation and dissemination across the organisation
- Commission or contribute to relevant research and/or evaluation to support the long term development priorities of the organisation

## Management

- Manage fundraising consultants, freelancers and volunteers as required
- Jointly manage the Digital and Fundraising Assistant (when in post)
- Ensure that all staff and contractors understand and apply the organisation ethos and policies in their approach to work and comply with the organisations Safeguarding Policy taking responsibility for DBS check processes

## Finance

- Set and manage the development budget(s)
- Work within all agreed budgets and maintain financial records related to the programmes of activity, ensuring expenditure is controlled and value for money is sought
- Prepare and contribute to financial reports for funders
- Work with the Executive Director and project leads to monitor funder payment schedules

## Communications and Advocacy

- Work with the Communications Manager to develop and deliver a fundraising communications strategy
- Champion East London Dance externally, helping to raise the organisation's profile
- Be an advocate and spokesperson for East London Dance at events and functions

## Other

- Work on a self-serviced basis in relation to administration
- Carry out all duties with an understanding and commitment to equal opportunities
- Work to all legislation and company policies on equal opportunities, diversity, health and safety and employment law etc.
- Undertake any other duties as required



Movement with Motive performing at U.Dance, 2020. Photo by Roswitha Chesher

# PERSON SPECIFICATION

## Essential skills, knowledge and experience:

- Minimum of 3 years experience working in the cultural sector
- Experience of establishing and managing partnerships
- Proven track record of successful fundraising within the voluntary, charity or arts sectors
- Excellent verbal and written communication skills, especially in writing persuasive cases for support
- Ability to establish rapport with a wide range of individuals and organisations over a sustained period of time
- A commitment to diversity and equality of opportunity across the full range of your work
- Experience of managing budgets

## Desirable skills, knowledge and experience:

- Knowledge of East London and its dance/cultural sector
- Experience of delivering a capital fundraising campaign
- Experience of contributing to the development and implementation of communications, PR and digital campaigns
- Knowledge or experience of working with non-art sectors such as health, regeneration, commercial, social enterprise

## Personal attributes, behaviours and attitudes:

- A confident, persuasive and concise communicator, able to articulate values and beliefs, with a confidence in networking
- Plans ahead to ensure agreed deadlines are met, and embraces the challenge of managing multiple priorities
- A creative self-starter, able to take the initiative and translate ideas into action
- A creative problem solver, comfortable in addressing difficult issues, thinking strategically and able to take responsibility for actions
- Is reflective of his/her/their own performance, strengths and areas for development and is able to provide constructive feedback



East Wall Warm-Up, 2016. Choreography Lee Griffiths. Photo by Victor Frankowski

# HOW TO APPLY

All applications must be submitted online by the deadline, in all circumstances including technical issues, unless agreed in advance.

For assistance or any access requirements please contact **recruitment@eastlondondance.org**. We will work with applicants to provide reasonable adjustments relevant to individual needs as required.

To apply please complete the Application Form and Equal Opportunities Monitoring Form via the link below:

**[eastlondondance.org/opportunities/partnerships-development-manager](https://eastlondondance.org/opportunities/partnerships-development-manager)**

**Closing date for applications:** Monday 19 April 2021, 12noon  
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If you would like to have an informal, confidential conversation about the role, please contact Polly Risbridger at **polly.risbridger@eastlondondance.org**.

East London Dance will accept applications for flexi-working or job sharing for this post. For those applying as a job share, please submit separate applications, identifying your job share partner when asked, and using the same joint supporting statement.

East London Dance is committed to being a truly inclusive organisation - from our Trustees and team members to our audience 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.

IDENTITY with Ffion Campbell-Davies & Gaddy Switch. Photo by Victor Frankowski

