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## North West Highlands 'Dance For All' Programme - Dance Development Officer

### Job Description

The Dance Development Officer will plan and implement the second year of our North West Highlands 'Dance For All' Programme. Details of the development programme are included in the Business Plan which will be sent with the application form.

The DDO will teach a wide range of dance classes, create performance opportunities and collaborate in dance events in Ullapool and the surrounding area up to about a 40 mile radius (Including Lochinver, Achiltibuie & Dundonnell).

Following a very successful first year, we have revised the post and offer two full-time contracts across 2019-20 for which we would ideally appoint the same person.

- Fixed-term contract starting March 2019 (as soon as possible) to June 14th (open to some flexibility).
- Break for summer June 15th - August 18th
- Fixed-term contract August 19th to June 30th 2020.

Salary is from £25,000 to £28,000 Pro Rata dependent upon experience, with 32 days holiday allowance (any public holidays must be included in this)

Optional accommodation is offered at £300/month including Council Tax, Utilities and Broadband.

### About Our Area

The North West Highlands is an area of exceptional scenic beauty with spectacular mountains, beaches and moorland and very few people. The inaccessible geography, historical events and poor economy have dictated a pattern of small settlements scattered in a wild and vast landscape. The fishing village of Ullapool has 1500 permanent residents at most - far fewer than the surrounding wider area of around 7700 people.

There are long travel times between communities and public transport links to the East coast are poor. Imagine us more like an island. Many people have low-income lifestyles based around crofting (agriculture), fishing and tourism. Until Ullapool Dance came along the only dance styles available regularly were traditional Highland and Scottish Country Dance (ceilidh dancing) with other styles such as ballet and line dancing occasionally offered privately but unsustainable financially.

We are an eclectic mix of folk including many who have moved here to 'get away from it all'. We have a great quality of life with a relaxed pace, negligible crime and a supportive community which is naturally intergenerational and generally welcoming, polite and respectful. Small numbers have the benefit of low pupil/teacher ratios providing rewarding, high quality, learning situations. Our area has unique challenges and barriers affecting communication and attendances. These require empathetic understanding and imaginative and determined efforts to overcome them.

## **About Us**

Over six years our small grass-roots voluntary organisation Ullapool Dance Ltd has provided a broad range of short-term dance experiences to the people of the North West Highlands, mainly through the very popular annual Ullapool Dance Festival. We have done this with extensive support and advice both from Eden Court in Inverness and Dance Base, the National Centre for Dance in Edinburgh, and they continue to be there for us.

Our main aim was to encourage dance participation, introduce new styles and provide opportunities for performance. We generated a lot of enthusiasm and an appetite to try anything new and different.

In November 2017 we started to implement the 'Dance for All' programme. Our first Dance Development Officer has successfully delivered a wide range of styles and classes to many different ages and abilities and this post continues that good work. Details of the "Dance for All Programme" will be supplied with the application form.

## **About You**

You will be experienced in dance development and a skilled, versatile, teacher with a friendly, enthusiastic, positive and outgoing personality. You will be able to initiate, plan and lead creative community projects whilst enabling and developing creativity in the participants. Your energy will enthuse others and your imaginative ideas will combine with the skills to see them through to completion.

You will have strong social skills that enable you to engage, inspire, build confidence and empathise with all ages and sectors of the community be it a toddler group, care home residents or a serious youth dance company.

We are open-minded when it comes to your training, we expect you to have a range of techniques which could derive from pro-workshops or intensives as well as formal education.

You will be flexible, tolerant and able to adapt to sudden changes of plan. In the North West Highlands we have no dedicated spaces for dance; you may turn up to find a coffee morning in your planned venue, mud all over the floor or a pipe band playing in the next room!

Sorting out venues and scheduling classes subject to variable and unexpected constraints is a significant part of the job. You will be self-reliant; able to maintain a sense of humour and be diplomatic with all involved as you use your initiative and imagination to resolve matters 'on the hoof'.

One of our biggest challenges is communicating with a scattered population who may, or may not, embrace or have access to the internet. You will be confident and skilled in making arrangements by telephone as well as using Facebook and responding efficiently to a mix of texts, emails and other messages.

You will promote our aims of inclusivity and equality, always be alert to barriers to participation and seek imaginative ways to combat them. You will have your own vehicle, a suitable driving licence and good spoken English.

## **How we will support you**

We provide significant administrative back-up to enable you to concentrate on teaching alongside managing the dance development programme delivery. You will link to the Dance Outreach team at Eden Court, Inverness, and have opportunities to meet with them for your own professional development.

This post exists because there are no other professional dancers practising or teaching in our area. Therefore you will be both uniquely skilled and professionally isolated. We are keen for you to consider your needs as a dancer and creative artist and your ability to work alone, unsupervised and independently on our programme delivery.

We will provide a mentor who has experience in related work and they can be available to you by phone or Skype with occasional meetings. We will support your attendance at professional classes at Eden Court and others where possible. If taken within your working day this will be monthly and we will cover travel expenses. This also provides an opportunity to connect with people in similar development roles in other areas.

The Dancing Scotland network of Dance Development Officers is available for you to join and we will make it possible for you to attend their meetings. We will cover your membership of People Dancing and we can consider relevant conferences and training as CPD events at which we may support your attendance.

## Person Specification

Criteria	Essential	Desirable
<b>Education &amp; Experience</b>	<p>A training in dance</p> <p>Degree/vocational equivalent in a dance/arts discipline.</p> <p>Experience of developing dance at a strategic level or able to demonstrate an understanding of this.</p> <p>Experience of choreographing amateur performance.</p> <p>Able to demonstrate considerable experience in delivering creative dance workshops.</p> <p>Experience of running dance workshops in different community settings</p> <p>A proven track record in programming dance education projects.</p> <p>Experience of working with diverse client groups including people with disabilities, older people and disadvantaged young people.</p> <p>Experience of facilitating individual, collaborative and communal creativity in dance classes, regardless of level of participant ability.</p>	<p>Training in contemporary dance</p> <p>Experience of working as part of a geographically widespread network.</p> <p>Experience of inputting into funding development and applications.</p> <p>Experience of providing dance training workshops to dance teachers, youth/care leaders and school teachers</p> <p>Experience of partnership working to generate additional resources</p> <p>Experience of working with a Committee and/or Board or other advisory group such as stakeholders or volunteers.</p>
<b>Knowledge</b>	<p>Extensive knowledge of a variety of traditional dance styles, streetdance styles, social dances and developments in contemporary dance.</p> <p>Knowledge of the Creative Scotland 10 Year Plan. <a href="https://www.creativescotland.com/what-we-do/the-10-year-plan">https://www.creativescotland.com/what-we-do/the-10-year-plan</a></p> <p>Knowledge of dance training infrastructure in Scotland including formal and higher education. <a href="https://www.creativescotland.com/data/assets/pdf_file/0018/21474/Dance-Sector-Review-Report.pdf">https://www.creativescotland.com/data/assets/pdf_file/0018/21474/Dance-Sector-Review-Report.pdf</a></p> <p>An understanding of the Scottish Curriculum for Excellence in relation to dance. <a href="https://education.gov.scot/Documents/expressive-arts-eo.pdf">https://education.gov.scot/Documents/expressive-arts-eo.pdf</a></p> <p>Awareness of how dance contributes to the Scottish Government National Strategies (See end of our business plan).</p> <p>Knowledge of Child Protection and Protection of Vulnerable Adults policies and principles</p>	<p>An understanding of the cultural context of the North West Highlands</p> <p>Knowledge of national dance networks and forums</p> <p>Interest in, or knowledge of, Gaelic language &amp; culture</p>

	<p>Awareness of data protection legislation in relation to class registrations and the use of participant information.</p> <p>Knowledge of the type and distribution of schools in the North West Highlands.</p>	
<b>Skills and Abilities</b>	<p>Skilled in at least three dance forms including the ability to teach ballet to beginners.</p> <p>Able to maintain good interactive communication with stakeholders in order to generate their views, identify their needs and facilitate and communicate these within the organisation and workplan.</p> <p>Excellent time-management, organisational and communication skills.</p> <p>Ability to work independently and with initiative.</p> <p>Able to produce reports for senior staff.</p> <p>A socially confident, approachable and enthusiastic personality comfortable with becoming a recognised figure in a small rural community. Able to use this situation to encourage and recruit participants.</p>	

## Main Duties and Responsibilities

1. Lead the setting of measurable, timed targets for the objectives in the Dance for All Programme (SMART objectives\*). You will be aided and supported in this by the local knowledge and experience of the Ullapool Dance staff. It is not expected that all activities can be delivered so prioritising is also involved. You will draw up a workplan and timelines for the contract period using the SMART objectives and deliver the agreed content.
2. Set up and teach classes in a wide range of dance styles within the Dance For All objectives ensuring regular coverage across the stated geographical area. To aid you during the first few months of planning, the following sessions will be taught by freelancer Julia McGhee, with opportunities for observation and handover. Primary 1-2; nursery age; Additional Support Needs ("Dance Together"), Mainly Seated movement for people of Limited Mobility ("Gentle Moves"), Sessions for Care Home Residents. You would therefore be expected to concentrate on older children and adult classes offering specific styles e.g. Ballet; Street/Commercial
3. Liaise with schools, care home staff and healthcare workers etc to plan sessions appropriate to the needs of each client group. Identify potential participants, such as those with dementia or severe disabilities, for whom you may wish to receive extra training prior to teaching.
4. Support the traditional dance of the area to maintain and grow its profile and status. Support traditional dance teachers and students where possible.
5. Continually monitor the numbers of participants in dance across the area; identify and implement actions to maintain and increase participation. Integrate this strategy with the need to grow class takings as an essential source of funding for the organisation.
6. Maintain awareness at all times of possible barriers to participation, be able to identify them and the reasons for class participant drop-out. Strive to identify solutions to overcome them.

7. Understand how all activities relate to the relevant funding agreements. Carry out regular evaluations and collect the necessary data in a form suitable to report to funders. (Company staff and software assist this).
8. Develop opportunities for participants to showcase work. Plan community performances at Ullapool Dance Festival.
9. Communicate effectively and timeously with colleagues to plan marketing material, evaluations and input to reports, project design or funding applications as required.
10. Reflect and report on the progress, objectives and outcomes of projects.
11. Keep any records and documentation required by management accurate and up to date.
12. Attend meetings with the Line Manager and provide progress reports at agreed intervals.
13. Liaise with other agencies (including Health Promotion, Community Education, Sport and Health etc) and work in partnership where appropriate.
14. Keep up to date with national dance initiatives; work with bodies involved in the development of dance (e.g. Eden Court, Dance North) and have an awareness of the current professional dance sector.
15. Implement all relevant UDL policies including Equal Opportunities, Health & Safety and Child Protection.

\*A SMART objective might be "Deliver 8 x Adult Streetdance classes by October 31st. Minimum 6 participants."  
See <https://www.open.edu/openlearn/ocw/mod/oucontent/view.php?id=19243&section=5#>

<b>Post Duration</b>	<ul style="list-style-type: none"> <li>● Fixed-term contract starting March 2019 (or as soon as possible) to June 14th (dates open to some flexibility).</li> <li>● Break for summer June 15th - August 18th</li> <li>● Fixed-term contract August 19th to June 30th 2020.</li> </ul>
<b>Accommodation</b>	Optional accommodation is offered at £300/month including Council Tax, Utilities and Broadband.
<b>Hours</b>	Full Time. You will schedule your own time to enable the delivery of the agreed workplan to deliver regular classes in day time, evenings and weekends.
<b>Base</b>	Ullapool
<b>Leave</b>	32 days holiday in total pro rata (to include any public holidays taken).
<b>Salary</b>	Salary is from £25,000 to £28,000 Pro Rata dependent upon experience
<b>Responsible to</b>	Named Line manager and Board of Directors
<b>Probationary Period</b>	The first contract forms the probationary period.
<b>Location</b>	The successful candidate is required to be based in the Ullapool area.
<b>Other Requirements</b>	<p>The post requires a full UK driving licence and own vehicle which must be appropriately maintained to avoid failures on rural roads or in wintry conditions. Mileage will be paid.</p> <p>The successful candidate will be subject to Disclosure Scotland PVG Scheme checks and membership.</p>

	Must be able to prove legal right to live and work in the UK.
<b>Other Duties</b>	The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required which are related to the general job description.
<b>Recruitment Process</b>	<p>Initial selection will be from the application form. Email <a href="mailto:becky@ullapooldance.org">becky@ullapooldance.org</a> to request this.</p> <p>Selected candidates will be interviewed firstly by video call (Skype, Messenger etc).</p> <p>We may invite you to visit Ullapool for a second interview and to teach some classes as part of the selection process. This also allows candidates to learn about the area and its people and give time for the many questions which may arise. Accommodation will be provided. We can pay limited travel expenses and these must be agreed IN ADVANCE with Ullapool Dance Ltd. We may choose to arrange and book the travel for you to reduce costs. Should you be offered the job and turn it down, expenses will not be payable. You will not be paid for your time during your visit.</p> <p><b>If you are outside the UK please contact us to discuss the limits on travel costs before submitting your application.</b></p> <p>We cannot provide relocation expenses for the successful candidate.</p>
<b>Deadline</b>	Thursday 21st March 2019 4pm

To arrange to discuss the position please email your enquiry in the first instance to:

Becky Thomson on [becky@ullapooldance.org](mailto:becky@ullapooldance.org)

This post has been made possible with financial support from The Robertson Trust and Creative Scotland and professional support, mentoring and encouragement from Eden Court and Dance Base - we are very grateful to all involved.

#### **NOTE REGARDING FIRST TWO MONTHS OF POST**

Week 1 - Familiarisation and induction

Weeks 2 & 3 planning schedule, setting objectives and beginning to teach some classes

April 23rd to end June - Freelance teacher is already in place to cover the following classes within Ullapool:

- Primary 1/2 and/or nursery
- Additional Support Needs
- Seated Movement for People with limited mobility
- Care Home Residents' Sessions

This provides space to gradually build the workload.

Adult classes to be offered as soon as possible alongside observing the ones above.

Emphasis to be put on planning the Autumn/ Winter schedule, building contacts and developing stand-alone projects.

TO APPLY FOR THIS POST PLEASE REQUEST AN APPLICATION FORM FROM: [office@ullapooldance.org](mailto:office@ullapooldance.org)  
You will also receive relevant content of the Company Business Plan.

