

Community & Outreach Coordinator (Permanent, part time)

Job Overview:

The Community and Outreach Coordinator will coordinate the operational and strategic planning of Jasmin Vardimon Company's Creative Learning programme at, and external to, JV H.O.M.E in Ashford, Kent. Working closely with the Creative Learning Manager, Learning & Participation Coordinator, Administrative & Events Assistant, and Practitioners, you will be responsible for coordinating and administering Company workshops, classes, youth intensives and community programmes, including the Company's youth company JVyoU. You will oversee processes of monitoring and evaluation; and collaborating with other education, arts and cultural organisations to support the Creative Learning Manager in developing and sustaining partnership working and fundraising.

Flexible working will be required with some evening and weekend work necessary.

Key Responsibilities:

Projects & Activities

- Coordination of Creative Learning Projects and Activities programme for a diverse range of participants, including maintaining and recording budget income and spend.
- Liaising as necessary with the Communications Department regarding marketing, including the development and organisation of publicity materials and associated permissions.
- Develop, support and ensure smooth running of projects in partnership with schools, educational institutions, universities, other arts organisations, charities, local authorities and key national and international stakeholders.
- Work with the Creative Learning Manager to co-ordinate and engage suitable practitioners including administering appropriate checks and training opportunities.
- Develop and maintain monitoring and evaluation processes.
- Work with the Creative Learning Manager to develop plans and offers to actively encourage engagement with underserved communities.

Partnerships & Collaboration

- Work with venues and stakeholders to maximise engagement and audience development opportunities.
- Represent Jasmin Vardimon Company in network and sector related meetings, present Jasmin Vardimon Company work at a range of events and develop the Company's work with national and international bodies, organisations and other institutions.

- Maintain and develop links with Jasmin Vardimon Training Programmes (including JV2 and JVIntensive) and Higher Education providers, by coordinating and developing student opportunities including placements and collaborations.

Building & Spaces

- Have availability and flexibility for evening and weekend working to accommodate the Company's community classes, special projects, and performances.
- Assist with expanding, maximising and diversifying opportunities afforded by JV H.O.M.E to broaden its offer within the local community.
- Assist in the smooth running of JV H.O.M.E, including the completion of risk assessments and ensuring necessary spaces, equipment and materials are available and appropriate for the delivery of activities.

Project Management & Administration

- Record and collate quantitative and qualitative data based on project delivery and participants and support the Creative Learning Manager in reporting to funding bodies and partners.
- Support the administration of contracts with all venues, institutions and partners for education programmes and activities.
- Maintain communication with venues, institutions and partners and education deliverers for projects and activities as necessary.
- Provide updates to the Creative Learning Manager on income and expenditure and oversee project budgets.
- Contribute to project reports and evaluations for internal staff and external stakeholders.

Other

- Contribute to the development and distribution of resources and learning materials to support the artistic touring work of Jasmin Vardimon Company and JV2.
- Support the coordination, logistics and marketing of activities related to the presentation of artistic work including but not exclusively: symposiums, Q&As and post-show discussions.
- Contribute to the collation, updating and reporting of data in compliance with the company's Equal Opportunities, Health and Safety, Child Protection and Safeguarding, and GDPR policies and all other relevant legislation, policies and procedures.
- Operate within all Jasmin Vardimon Company rules and regulations, including those relating to health and safety, equality and diversity and safeguarding.
- Contribute to a strong positive and open working environment and cultural ethos which supports best practice and communication.
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

The job description is a guide to the nature of the work required of the Community & Outreach Coordinator. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

Person Specification:

Skills, Experience & Qualifications

- Experience within the performing arts, devising, managing and delivering successful education or community projects.
- Demonstrable experience of working in various participatory settings and with a range of participants including children and young people.
- Awareness of safeguarding issues when working with children, young people and vulnerable adults.
- Excellent interpersonal skills and a warm and approachable manner, with an ability to build relationships across a diverse range of organisations and individuals.
- Excellent planning and organisations skills, problem solving and an ability to prioritise a busy workload.
- Excellent attention to detail and clear communication skills (verbal and written).
- A commitment to the principles of equal opportunities and diversity and the application of these across activities.
- A flexible, efficient, proactive and positive approach to work.
- Computer literate, ideally with Apple Mac, and Microsoft Office products.

Desirable

- Experience/knowledge of contemporary dance.
- Knowledge and understanding of the UK Education System.
- Knowledge of monitoring and evaluation processes for stakeholders.
- An awareness of the issues relating to GDPR compliance.
- Experience with digital booking platforms and CRM systems.
- Experience/knowledge of Ashford and the surrounding region.

Please note: This position involves working with children and young people; therefore, appointment will be subject to an enhanced Disclosure & Barring Service check.

Key Details:

Job Title: Community & Outreach Coordinator

Salary Range: £25,000 - £27,000 per annum pro rata

Contract Type: Permanent, part time

Responsible to: Creative Learning Manager

Jasmin Vardimon

Creative Enterprise Quarter
Javelin Way, Henwood Estate
Ashford, TN24 8FN
@jasminvardimoncompany
jasminvardimon.com

Responsible for: Freelance Practitioners and Assistants

Location: JV H.O.M.E, Ashford, Kent with occasional travel attending regional, national and international events.

Hours of Work: 4 days per week (32 hours)

Key Internal Relationships: Creative Learning Manager; Learning & Participation Coordinator, Administrative & Events Assistant, Communications & Marketing Manager, Commercial & Buildings Manager, Production & Technical Manager, Accounts.

Notice period: 2 months following successful probationary period of 6 months.

Annual Leave: 24 days per year including statutory bank holidays.

Pension: Currently 5% employee 3% employer, increasing as per government guidelines.

Overtime: Overtime payments are not made. Time off in Lieu is provided (agreed in advance).

We also offer:

- Discount on classes and performances
- Café discount
- Free on-site parking
- Subsidised electric car charging
- Cycle to work scheme

HOW TO APPLY: DEADLINE: 9am Monday 7th April 2025.

Please email Sophie Stone education@jasminvardimon.com with the following:-

- Current CV
- Personal Statement (no more than 2 sides of A4) outlining your skills, experience and knowledge and how these are applicable with attention to the outlined duties, responsibilities and personal specifications.
- Complete our Equal Opportunities Monitoring Form [here](#).

Shortlisted Candidates will be notified by 5pm on Tuesday 8th April and should be available for interview in person at JV H.O.M.E in Ashford on **Thursday 10th April 2025**.

As part of our commitment to equality and diversity, all disabled applicants who meet the full job description and personal specification are guaranteed an interview. If you have any access needs for interview, please email in advance.

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We will never share your data with a third party, unless required to do so by law. Information provided on your application and equal opportunities form is stored securely, digitally. Any hard copies will only be accessible by a small number of necessary staff and Board members.

Unfortunately, we will be unable to give feedback to those we have not shortlisted for Interview.