

# national centre for circus arts

## DUTY COORDINATOR

**Responsible to:** Access and Participation Manager

**Terms and conditions:** **1 year scheduled hour contract, weekend and evening work.**  
Fixed term contract, September 2021 - July 2022  
Hours are during term time only and are scheduled 3 months in advance.

There is the possibility of approximately 35 hours available each week.  
These hours will be shared amongst a number of successful applicants.  
Those interested in the role must be available to work weekends and evenings

**Hours are approximate**  
3.5 – 4 hours per evening (Monday – Friday)  
8 hours (Saturday or Sunday)

**Per hour** £11.80 per hour

**Holiday entitlement:** 30 days pro rata per holiday year including eight statutory bank holidays rising one day per annum for each year of service to a maximum of 35 days.

## About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and one of Europe's leading providers of circus education. Based in a magnificent Victorian power station adjacent to Hoxton Square, we involve thousands of people in the creation and performance of circus arts every year. Our diverse range of work includes the UK's only BA Hons degree in Circus Arts, a structured progressive training programme for under 18s and professional development opportunities for aspiring and established performers. Adults and young people can take part in a range of recreational classes and we provide workshops and away days for the business community.

The National Centre for Circus Arts manages a range of activities that are accessed by 750 people per week across all seven days. This includes a recreational programme accessed by ages 3 through to adult, as well as a progressive training scheme for ages 11 – 21.

## Purpose of the job

Duty Coordinators will ensure the smooth running of our programmes during evenings and weekends.

You'll be the first point of contact for our participants, teachers and other staff in regards to any programme queries and be integral in upholding our policies. You will be required to take on administrative tasks and will support our teaching team during class time by responding to their requests for equipment, helping with participants and communicating policies.

This is a busy environment and a hands-on role, applicants need to be experienced and confident in dealing with a range of ages and user groups. We are looking for someone who is responsive, energetic and interested in arts education and lifelong learning.

## Responsibilities

- Be the main point of contact for staff, teachers and participants whilst our classes are running.
- Respond to the needs of our teachers and help with requests.
- Support the Buildings and Reception team with managing first aid and other requests as required.
- Assist in managing administration tasks including sourcing teaching cover for classes, responding to emails, supporting users with rebooking processes and other general administration.
- Working with Safeguarding and Health and Safety policies and processes.
- Hosting Saturday Experience Days to help ensure these run smoothly.
- Be a duty first aider, following appropriate training.
- Duty Coordinators may be asked to help with bespoke events and workshops that are held throughout the term.
- Undertake other duties as may reasonably be requested.

## Person Specification

### Essential

- Excellent interpersonal skills with an ability to communicate to a wide range of people.
- Experience in customer facing roles.
- Excellent organisational skills and the ability to work well under pressure in a busy work environment.
- Experience of working in a team and supporting others.
- Self-motivated.
- Computer literate in Microsoft Office 365.
- An understanding of issues around keeping young and vulnerable people safe from harm.
- A commitment to Equal Opportunities.

### Desirable

- Knowledge of Health and Safety within circus training.
- Experience of working within an arts organisation.
- Trained in Safeguarding for young people.
- Knowledge in inclusive programming.

## Application process.

Please send the completed application form and address relevant experience and how this meets the **Essential person specification**.

Please email to [recruitment@nationalcircus.org.uk](mailto:recruitment@nationalcircus.org.uk)

Please also complete our [online equality form](#)

Applications close on **Sunday 29<sup>th</sup> August 2021**.

Interviews will be held on the week commencing **6<sup>th</sup> September 2021**.