

# ffindance

**Outreach Coordinator | 12 Month Contract**  
**£2,083 pcm | full time 35 hours per week**

## **FFIN DANCE**

The Beaufort Theatre, Beaufort, Ebbw Vale, Blaenau Gwent, Wales UK  
Commencing June 1<sup>st</sup> 2023

FFIN DANCE is seeking to find a Community Coordinator.

The post will maintain all community outreach activities and create new ones in response to the lack of community confidence and fear of social interaction due to COVID-19. The Coordinator will work with the Artistic Director and Board of FFIN DANCE, the workers and the volunteers to develop and implement initiatives that increase visibility within the surrounding community.

We aim to employ a Community Coordinator to build the confidence of our community, promote wellbeing and to work with the groups and individuals who have traditionally supported our organisation but also to build new partnerships and engage with all sections of the community.

Together with our team of tutors and mentors, the coordinator will facilitate various workshops and courses that will be both online and in person:

- We will invest in our young people's future to equip them for longer term goals and possible employment and help to improve their chances in life
- We will be harnessing talent and helping to turn this into a pre-cursor for further education
- We will work with schools to identify the *ghost children* missing from schools and invite them to our events and offer opportunities to volunteer
- We will harness the strengths rather than weakness of those people who are currently not working by upskilling them with soft skills like customer care, social media knowledge, budgeting and digital skills
- We will work with older people improving quality of life by gentle exercise workshops

Responsibilities will include:

- maintaining a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities
- preparing an annual budget for community outreach activities
- nurturing new and old relationships with collaborative partners
- scheduling regular outreach exhibitions in the community and supporting volunteers on community responsibility
- preparing accurate records and reports on the goals of the fundraising plan
- overseeing a donor management system

- assisting in the organisation of special events, including donor/volunteer appreciation events and other fundraising initiatives

This is an exciting opportunity for a highly energetic and motivated individual who has at least 3 years previous experience in working with the community through dance based activity; has a thorough knowledge of the outreach work of FFIN DANCE and who knows the Blaenau Gwent area well.

Applicants will need to have a graduate qualification in Dance and an enhanced DBS and will also need to be a car owner with full clean driving license.

If you wish to have an informal discussion about this opportunity before applying, please contact **Sue Lewis, Artistic Director FFIN DANCE 07854 910926**

Please submit your CV and expression of interest to Sue Lewis via email **info@ffindance.co.uk by May 23<sup>rd</sup> 2023**