



RAMBERT SCHOOL

Currently seeking:

PARTICIPATION & OUTREACH ASSISTANT

Join the Participation, Outreach & Widening Participation Team at Rambert School.

We currently seek an experienced, vibrant, creative, and engaging individual to support the School's participation, outreach & WP department.

WELCOME

FROM AMANDA BRITTON

CHIEF EXECUTIVE, PRINCIPAL & ARTISTIC DIRECTOR



Rambert School is a world-leading centre of ballet and contemporary dance training; a dance education sector innovator shaping new generations of dance professionals to the highest standard. Our international

influence and reputation honours the name of Marie Rambert, the iconic Polish dance pioneer of the Ballets Russes who founded the School in the UK in 1920. Under Rambert's guiding light, the Rambert School and the Company which flowered from it, became synonymous with technical excellence and creativity.

We pride ourselves on nurturing each individual throughout their training and education, promoting autonomy and preparing our graduates for life as dance professionals. Marie Rambert famously stated that her School should not be a 'sausage factory'. We have chosen to remain small, and each individual is carefully supported, during training and often beyond, through a programme which is flexible

enough to cater for individual physical differences and which fosters personal reflection and research. Each cohort hosts a diverse range of students from widely varied backgrounds, encouraging a cross-fertilisation of ideas, and creating graduates who are both open to new concepts and respectful of cultural diversity.

The 'Rambert spirit' is still at the heart of what we do, over 100 years since Marie Rambert founded the School. Though hard to articulate, those who have trained at the School or danced with the Company have been touched by it, irrespective of which Director or Principal was at the helm. The 'spirit' could be simply a passion for dance, and individuality in self-expression. It could be a fearlessness of the unknown, the drive to be a pioneer or to explore new creative territory. It could be a belief in the integrity of the art form, and a desire to communicate this. Or perhaps it could even come from Marie Rambert herself, her renowned fierce determination and indomitable energy.

Welcome to Rambert School.



ABOUT RAMBERT SCHOOL

Rambert School's mission is to provide world-leading training and education in ballet and contemporary dance, embracing individuality and innovation, while being deeply rooted in tradition and technical rigour. Our student body is purposefully small but diverse, with just 45 undergraduates from all over the world accepted each year to benefit from intimate and intensive training. Creativity and performance are fundamental pillars of our training, and our students are given the opportunity to create and showcase their own work, repertoire, and commissions by leading choreographers at a variety of world-class venues each year.

The School dates back to 1920, when iconic Polish dance pioneer of the Ballet Russes, Marie Rambert, founded a dance school in Kensington based on the principles of creativity, innovation and individuality. The Ballet Rambert developed out of the School, producing and nurturing some of history's most celebrated dancers and choreographers. From Frederick Ashton to Antony Tudor and Christopher Bruce, the Rambert name has always been synonymous with technical excellence and thrilling creativity.

Having just passed our centenary, Marie Rambert's founding principles are still at the core of what we do and are reflected in our holistic approach to nurturing talent and developing well-rounded, creative and thinking dancers, choreographers, teachers and academics. As we head into our second century, our unique and cutting-edge undergraduate and post-graduate programmes position the School at the forefront of international dance education and research.

The [Foundation/BA \(Hons\) degree course](#) has a 50/50 split between ballet and contemporary dance, unlike any other dance school in the UK.

The [MA course in Dance Research for Professional Practitioners](#) was launched in 2020. Throughout the course, students pursue independent research, based on current embodied practices and previous experience as professional practitioners, to address the practical, artistic, cultural, social, and political implications of dance in the sector.

We recently created [Rambert Grades](#), in collaboration with Rambert (dance company). A progressive and inclusive online syllabi of contemporary dance training and examinations for children and young people, Rambert Grades is committed to empowering and harnessing creative movement and expression in all. Following a recent international launch, Rambert Grades has the potential to change the landscape of contemporary dance and extend the Rambert Family on a global basis.

We are passionate about our Widening Participation and Outreach activities and continue to deepen our links with members of the community and pupils from local and regional schools and colleges through visits, workshops, and open rehearsals.

The School is an outward looking institution that believes dance is for everyone and champions diversity in dancers, repertoire, and audiences.



JOB DESCRIPTION

JOB TITLE

Participation & Outreach Assistant

REPORTING TO

Head of Participation, Outreach & WP

CONTRACT TYPE

Permanent, full-time.

SALARY

In the region of £26,000–£27,000 per annum, based on experience.

HOURS

40-hour week, e.g. 9.30am–5.30pm, Monday to Friday or the equivalent.

Semi-regular weekend work: approx. 4 Saturdays per term plus two Saturdays during the Summer Course. Occasional evening hours will be required.

LOCATION

This role will initially be worked onsite at Rambert School, St Margarets, Twickenham.

After the successful completion of the probation period, flexible working requests may be considered and will be at the sole discretion of the Line Manager. However, the post-holder will always be required to work onsite during the holiday courses.

OTHER BENEFITS

- 21 days annual leave, plus English public and bank holidays;
- Additional days-off 'gifted' to permanent employees over the annual two-week Christmas closure;
- Time Off in Lieu (TOIL), where applicable;
- Pension scheme;
- Employee Assistance Programme;
- Cycle2Work Scheme;
- Staff training and CPD opportunities;
- A friendly, inclusive, and accessible working environment.

N.B. There is no lift access to the upper floor of Clifton Lodge, making it only partially accessible to wheelchair users.

APPLICATION PROCESS

TO APPLY

Submit CV, Cover Letter and [Equal Opportunities Monitoring Form](#) to hr@rambertschool.org.uk by 9am on Monday 13 May 2024.

INTERVIEWS

First interviews to be held on Zoom w/c 20 May and second interviews in-person at the School w/c 27 May.

START DATE

As soon as possible, subject to candidate availability.

If we can help to make any stage of the application and recruitment process more accessible to you or you have any specific questions, please contact Grace Campbell via email hr@rambertschool.org.uk or phone 020 8892 9960.

OUR MISSION

Our mission is to provide world-leading training and education in ballet and contemporary dance. Fuelled by innovation and creativity, Rambert School plays a key part in the professional dance sector. Our finely tuned curriculum, inspirational teaching and the talent and individuality of our students makes us a world-leading centre for dance training. We are the only school in the UK to focus equally on classical ballet and contemporary dance, ensuring we give our students sound technical training and that we produce industry-ready dancers and choreographers.

PURPOSE OF THE POST

The Participation & Outreach Assistant will support the Head of Participation, Outreach & WP, and will work closely with the WP Research & Evaluation Analyst, to drive, monitor and evaluate the successful implementation of the projects, aims and objectives outlined in the Access and Participation Plan.

Key responsibilities include:

- Administration of applications for the departments Future Access Projects and Short Courses.
- Day-to-day administrative support for wider departmental activities, including database management, management of relevant Microsoft Teams sites, managing registers and student attendance.
- Main contact and point of liaison with students and parents of Future Access Projects and Short Courses, including supporting the mental health and wellbeing of Participants,
- Basic financial administration.
- Administrate participation and outreach activities with external stakeholders, such as schools, colleges, and community groups.
- Build and maintain excellent partnerships with local and national schools, colleges, relevant organisations, communities, and other stakeholders.

The post holder plays a key role in providing a professional image of the School at all times.

KEY WORKING RELATIONSHIPS

- Head of Participation, Outreach & WP (Line Manager),
- WP Research & Evaluation Analyst,
- Pre-Vocational, Pre[Pare] and Holiday Course Teachers and Musicians,
- Head of Admissions, Registry & Student Support,
- School Administrator,
- Finance Manager,
- Staff and Students of the School.



KEY ROLES & RESPONSIBILITIES

PRE-VOCATIONAL & PRE[PARE] PROGRAMMES (FUTURE ACCESS PROJECTS)

- Administrate the recruitment process for all Future Access Projects – applications, audition information and liaising with applicants.
- Manage participant database ensuring required information is stored in line with GDPR guidelines, and information is kept up to date.
- Be the primary contact for all participants and or parents and guardians.
- Manage Microsoft Teams for Pre-Vocational, ensuring participants have access to accounts and all necessary information on the relevant Teams sites.
- Manage registers and monitor attendance.
- Create invoices, liaise on payment plans, monitor and confirm payments.
- Support mental health and wellbeing of participants.
- Support the teaching staff with any resources required for the successful and smooth-running of the course.
- Attend key events for the courses and act as a chaperone where necessary.

SHORT COURSES

- Receive, review and log applications and payments for all courses.
- Make amendments to relevant documentation e.g. info pack and welcome pack.

- Chase participants for required information in time for the start of the course.
- Support the School Administrator in responding to enquiries from potential participants.
- Support the Head of POWP with the smooth running of the course.
- Support the mental health and wellbeing of all participants.
- Work on site during all Short Courses.

SCHOOLS, COLLEGES & COMMUNITY PROJECTS

- Support the scheduling of the Aspire programme, ensuring each week is covered by students and managing absences with Student Support.
- Teach and attend school workshops where required, across London and further afield.
- Manage and develop the school's database, ensuring contacts are up to date and relevant information kept about each school.
- Administrate workshops across schools and colleges to ensure artists/students delivering have all required information.
- Support collection of EDI data of participants.
- Support other projects and programmes as they are developed.

FUNDRAISING

- Handle sensitive and protected data around income for bursaries, assessing and administering bursaries and travel bursaries for participation and outreach programmes.



COMMITTEE AND MEMBERSHIP BODIES

- Stay abreast of external committees and members bodies that may be relevant to the delivery of participation and outreach projects, such as Office for Students (OfS), Guild HE, and One Dance UK.

GENERAL DUTIES

- Support the creation of documents for reporting purposes, both internally and externally
- Support the safeguarding of all participants, reporting necessary information to the Designated Safeguarding Lead where required.
- Act as a first aider both on site and externally for trips and visits.
- Support marketing and communications colleagues with relevant website updates, social media, marketing and press.
- Attend fortnightly staff meetings and contribute with updates, as required.
- Proactively undertake any staff development relevant to the needs of the post and the more general programme of continuous professional development, supported by the School.
- Always ensure best practice in relation to the School's GDPR and privacy policy.
- Display an active and committed engagement with the School's Mission, [Equity, Diversity & Inclusion Policy](#) and [Anti-Racism & Racial Justice Charter](#) and all other policies and procedures, including the Staff Code of Conduct & Code of Behaviour and Safeguarding Policy.
- Occasional office cover for colleagues from the Operations & Development Team during periods of low staffing, e.g. School holidays, lunch breaks etc.
- Provide a professional image of the School at all times, both externally and internally.
- Any other reasonable responsibilities that may arise.



PERSON SPECIFICATION

Competency	Essential	Desirable
Knowledge and experience	<ul style="list-style-type: none"> • A minimum of 1 years' experience in arts administration, preferably in a related field, such as participation, outreach or community projects. • Knowledge of community arts, dance education and outreach work 	<ul style="list-style-type: none"> • Experience working with young people. • Experience in working with the community/ volunteering. • Experience in a customer service role.
Communication skills	<ul style="list-style-type: none"> • Excellent communicator, both written and verbal. • Comfortable communicating with stakeholders at all levels and or all ages. 	
Qualifications	<ul style="list-style-type: none"> • Educated to undergraduate degree level or the equivalent. 	<ul style="list-style-type: none"> • First aid qualification
Planning and organisation	<ul style="list-style-type: none"> • Ability to work to deadlines and prioritise. 	
Technical	<ul style="list-style-type: none"> • Excellent working knowledge of Microsoft Office 365, including Word, Excel and Outlook. • Strong administration skills. 	<ul style="list-style-type: none"> • Working knowledge of WordPress, Mail Chimp and social media platforms, such as Facebook and Instagram.
Teamwork and motivation	<ul style="list-style-type: none"> • Ability to work in a team and independently. 	
Values and attitude	<ul style="list-style-type: none"> • A commitment to opening access to dance and the wider arts and an understanding of and commitment to Equal Opportunities. • Appreciative of the School's educational and artistic objectives. • Complying with policies and procedures on Health & Safety, Safeguarding and Equity, Diversity & Inclusion. • Ability to work using own initiative. • Good analytical and problem-solving skills. 	

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Chief Executive, Principal & Artistic Director in accordance with the grade of the post. You will be working as part of a small, friendly, operations and development team and may be asked to provide extra support within the office during busy periods and school holidays, working together in a mutually supportive way towards shared priorities.

Our Commitment to Equity, Diversity & Inclusion

Equity, diversity, and inclusion is a continuous key priority for our institution. Our School community is culturally diverse, and we foster a fully inclusive culture within our staff team, student body and Board of Trustees. Read more about our commitment to EDI And what this means for our recruitment process [here](#).

Rights to work in the United Kingdom

Applicants for this position must be eligible to work legally in the United Kingdom. If you do not have the necessary permission to do so, unfortunately, we are unable to consider your application.

DBS checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions.

**Rambert School of Ballet
and Contemporary Dance**

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Find us online at
rambertschool.org.uk

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