



Freelance Company Co-ordinator

Contract Details

Fee: £150/day

Contract type: Freelance, 2 days per week

Timeframe: September 2024 – August 2025

Location: Deda, Derby and remote

About the Company:

Anjali Dance Company champions the creative potential of people with learning disabilities. Established in 1995, we create and perform original work, in collaboration with world-class choreographers, and with high production values.

Anjali has performed at venues throughout the UK, including the Royal Festival Hall, Sadler's Wells and the Royal Opera House, and international venues in Mexico, Germany, Spain and Portugal.

The company also provides dance tuition, workshops, performances and consultancy across the UK, with expertise in upskilling people with learning disabilities as leaders.

Purpose of the Role:

We are looking for an experienced and proactive Company Co-ordinator to facilitate the efficient day-to-day running of Anjali Dance Company. This role is responsible for handling the company's operational and administrative systems and is the first point of contact for all external enquiries.

Role responsibilities:

- Co-ordinate the delivery of all areas of Anjali's main company training programme and associated activities.
- Collaborate with other team members to plan, develop, and deliver wider Anjali activities.
- Provide effective and timely communication to parents/carers, company dancers, freelance artists, and the general public.

- Manage the info@anjali inbox, dealing with queries clearly and efficiently.
- Regularly draft necessary paperwork, including contracts, schedules, risk assessments, information packs and easy-read documentation, as required.
- Service central administration spreadsheets ensuring they are always accurate (this includes the yearly planner, data monitoring, HR databases and budget trackers).
- Maintain the Anjali website and resource site, ensuring they remain up to date and effectively promote the company's work.
- Be the on-site point of contact during Anjali activity as required.
- Attend external meetings and share meeting notes post-attendance.
- Contribute, where appropriate, to evaluation processes.

Person specification

The individual who will excel in this role and fit in well as part of our Anjali team will have:

- 2 years+ experience in a similar role with proven track record of project management
- A positive mindset, with a proactive and calm approach to all situations
- Excellent verbal and written communication skills
- Excellent people management skills, ideally with experience of working closely with people with disabilities
- Excellent initiative and self-motivation
- Excellent time management skills and ability to prioritise tasks
- An ability to see an individual and their potential first and foremost
- Experience of working in companies with multiple strands of activity, including outreach

Practicalities

Flexible working, split between on-site and remote.

Occasional evening and weekend work may be required at times depending on programme demands.

Post to start in September 2024, with handover during August to be arranged subject to availability.

To Apply

Please send the following to info@anjali.co.uk:

- Your CV
- A concise cover letter (max 1 side of A4) or an audio/video clip (max 3 mins) outlining your suitability for the role. Please make sure to respond to the person specification outlined above and let us know what you can bring to our company.

The closing date for applications is 11.59pm, **Sunday 7 July 2024**.

Interviews

- First round interviews will take place online via Zoom on **Wednesday 17 July & Thursday 18 July 2024**.
- Second round interviews will take place in-person at Deda, Derby DE1 3GU on either **Monday 22 July** or **Tuesday 23 July 2024** (travel expenses will be offered).

Please make a note of your interview availability in your application.

Please note:

- The successful applicant will need to have an enhanced disclosure check against the Disclosure and Barring Service (DBS).
- Anjali strongly believes in the power of intersectionality and encourages applications from all communities.

Please contact Naomi (Company Administrator) on info@anjali.co.uk if you'd like to discuss anything about the role or if you require this information in a different format.