

# Executive Director Recruitment Pack



**2024**

# A welcome from our Chair:

As current Chair of YDance, I am delighted to extend a warm welcome to potential candidates for the post of Executive Director on behalf of the board of Directors.

The company has grown, developed and continued to respond in a pro-active way to the needs of young people in Scotland and I am very proud to have had a long association with this remarkable organisation, its staff and volunteers.

My aspiration for the future Executive Director, is that she/he is able to continue the legacy of our departing Executive Director, and under the joint stewardship of the Artistic Director and the incoming Executive Director, secure the future of this flagship organisation. In this way YDance can contribute to the health and well-being of young people in Scotland by inspiring, supporting and providing a joyous and creative outlet through dance.

- Sue Mitchell, Chair of YDance

# About YDance

**YDance (Scottish Youth Dance) is the national organisation for dance for children and young people in Scotland. The company was established in 1988, originally as Scottish Youth Dance Festival, offering an annual week-long festival for local youth dance groups in Scotland. Over the past 36 years, YDance has grown into an annual operation working with thousands of young people each year. The company is respected in Scotland, across the UK and the world as a provider of high-quality work, both participatory and performance-based.**

YDance is a Company Limited by Guarantee (Company Number 115368) and a Scottish Charity (Number SC01394). The company is governed by a voluntary Board of Directors who also serve as Trustees.

Since establishing a year-round programme of work in the 1990's YDance has developed a strategic approach to youth dance in Scotland operating across four distinct areas - ENGAGE, PERFORM, LEARN and CONNECT - which are designed to give children and young people across Scotland opportunities to participate in dance whatever their background, and at whatever level suits them, from initial participation through to higher level training and performance.

The company takes a leading role in advocating dance for young people in formal education, and in developing and nurturing youth dance opportunities at local level throughout Scotland. YDance works in partnership with a wide range of organisations and agencies, including Local Authorities, Cultural Trusts, SportsScotland, Health services, Historic Environmental Scotland and the Active Schools network, and arts organisations including the other National Youth Performing Arts Companies, the National Galleries of Scotland and Scottish Ballet Education Department. In the formal education sector, YDance has established links with Education Scotland, the Scottish Qualifications Authority, the Royal Conservatoire of Scotland, and Dance Colleges in Scotland.

In addition to providing and championing youth dance in Scotland, YDance works with partners in other parts of the UK and internationally, seeking to raise the profile of young people's dance globally and to give young dancers from Scotland the chance to work with their peers from other parts of the world. The National Youth Dance Company of Scotland has performed in England, Wales, Northern Ireland, Australia, India, Belgium, France, the Republic of Ireland, and Estonia and Horizons inclusive youth dance company has taken part in exchanges and performances in Spain, Germany, and the Netherlands. In 2014 YDance produced the first ever Commonwealth Youth Dance Festival when Glasgow hosted the Commonwealth Games, and brought youth dance groups from across the UK and the Commonwealth.

# Our Vision

**Every child in Scotland has the opportunity to access exceptional dance opportunities to allow them to realise their potential as individuals through dance.**

# Our Aims

- To lead, shape and support the growth of dance for children and young people in Scotland embedding equality, diversity, inclusion and well-being at the core of our work
- To work with key partners to provide an inclusive and creative programme of dance, that creates pathways to nurture and support young people to develop transferable life skills
- To embed dance as a key component in children's education and learning
- To advocate for the impact and role of children's and young peoples' dance with cultural, educational, and governmental agencies
- To represent excellence and share best practice in youth dance from Scotland on the national and international stage
- To make sustainable and strategic change across all areas of the work to address the climate emergency



# Current Programme

## ENGAGE: increasing access to dance and nurturing engagement for underrepresented young people



### CashBack on Track

A three year (2023–2026) programme of work supported by funding from the Scottish Government Cashback for Communities initiative. Cashback on Track uses dance to nurture the development and wellbeing of young people in Scottish communities so that they can live positive, resilient, and fulfilling lives. YDance works with a range of community and third sector partners across 4 strands offering workshops, holiday programmes and accreditation for children in alternative education, care experienced young people, those facing inequalities owing to their socio-economic status and young people in HMPYOI Polmont, and includes specialised programmes for young parents and their pre-school children and for young carers and their siblings

### Cultural Collaborations

Bespoke partnership projects with national and regional organisations working in visual arts and heritage. The aim is to develop children and young peoples' knowledge of history and visual arts by using dance as a catalyst for expression and enabling children to access dance, art, history and heritage sites in their local environment. Current partnerships with Historic Environment Scotland (HES) and the National Galleries will be further developed and new partnerships with the National Museum of Scotland, the National Museum of Rural Life and Kelvingrove Art Gallery and Museum are being initiated.

In 2025 and 2027, *If not you, then who?* will run in partnership with HES. The aim is to enable young people in secondary schools to understand the effects of climate change in their local area, their role and what action can look like. The project allows young people to examine this topic creatively through movement and spoken word and will culminate in the production of a dance film.

### Community Steps

Projects working with individual local authorities, aiming to increase access to dance for marginalised young people and to use dance as a tool for social change and connection. Projects focus on working with children from the global majority and children with a range of disabilities. YDance works in partnership with Local Authority education, community development, youth or active schools' teams to develop dance programmes which meet the needs of their local community and offer a range of outputs.

# Current Programme

## PERFORM – cultivating creativity, supporting growth and ensuring progression routes for young dancers

### Horizons

An annual programme which aims to ensure young disabled dancers have more opportunities to fulfil their potential in dance and develop the necessary skills to enter the workforce and achieve their ambitions. Horizons operates over three strands –

- Taster sessions for ASN schools and organisations supporting young people with disabilities across Scotland.
- Horizons Youth Dance Company, a performance company for 12–25-year-olds with and without disabilities
- Beyond Horizons – Assistant Artist Traineeship, a paid, year-long traineeship for a young disabled person aged 18–25.

### Project Y Evolution

An annual 2-week summer project offering young dancers a professional experience to extend their creative, technical and performing skills and enabling them in partnership with Glasgow Clyde college and the Tramway, it enables young dancers to find out more about opportunities in dance at FE level and to develop connections. Project Y activities include 15 masterclass sessions across Scotland in colleges and universities in Spring annually and a two week intensive residency style project working with 2 choreographers.

### National Youth Dance Company of Scotland

The aim of the National Youth Dance Company of Scotland is to present performances of the highest standard on Scottish, UK and international platforms. The annual programme involves 15 masterclasses across Scotland, 14 rehearsal / creation days, 6 or more performance dates, 2 workshops with Scottish artists, an exchange visit with UK youth dance companies, an international exchange and performance opportunity and 1:1 mentor work. Dancers are recruited annually each September, and come from across Scotland.





## Hothouse

The aim of Hothouse is to develop and support the growth of young choreographers in Scotland developing their skills, knowledge and individual voices. Delivered in partnership with Scottish Ballet and Scotland's dance agencies, Hothouse annual activities provide 3 Experience days with 40 young people in partnership with City Moves, Dance Base and Scottish Ballet, 6 development days with 8 young choreographers, 1 performance platform and mentoring support by YDance and Scottish Ballet staff

## Destinations Performance Platform

Destinations aims to support and develop the youth dance sector by providing large scale showcase performance opportunities for youth dance groups to allow them to share their development with their peers and connect with the youth dance network. Each year 14 youth dance groups come together at one of Scotland leading venues to perform alongside the National Youth Dance Company of Scotland.



# Current Programme

## LEARN - developing teaching practice and enhancing infrastructure for emerging and experienced dance artists and schoolteachers

### CLPL - Career- long Professional Learning for teachers and dance artists

YDance aims to strengthen the education sector across Scotland by delivering a range of CLPL sessions, online and in person, supporting areas of the Curriculum for Excellence, dance as an academic subject and the fundamental core skills of dance. CLPL courses cover:

- National 5 dance
- Higher Dance
- Dance for core PE
- Inclusive dance
- Primary cross curricular dance

### National Teaching Resources

Resources support primary and secondary teachers, and are designed to fit the Curriculum for Excellence's Experience and Outcomes for Dance and for Health and Wellbeing and meet the standards required for National Qualifications coursework.

Current resources include Shake It Up cross curricular lesson packs for primary schools, Laban Analysis Components of Dance posters for children and teachers to understand the 4 components of dance as an art form, and Choreographic Development posters to support teachers and learners with the elements of the choreographic process.

### Workforce development

YDance is committed to the development of the professional dance sector in Scotland. Annually the company works in partnership with PASS College in Edinburgh and The Space, Dundee and Angus College, providing industry work experience to students in training. When funding is available, a graduate training programme runs for 3- 6 months every year covering educational and community dance practice, providing opportunities for a recent graduate to develop their skills in working with children and young people of varying ages, experience and abilities.

### Awards and Accreditation

YDance projects tie in with a range of awards and qualifications, enabling young people to gain accreditation for their involvement, growth and development and learning. Depending on the project participants can achieve the Award in Dance Leadership (accredited by Leadership Skills Foundation) or SQA Personal Achievement Awards



# Current Programme

## CONNECT - advocacy work to raise the profile and awareness of the benefits of dance nationally and internationally

### Conferences and Events

YDance raises awareness of the role dance has to play in today's society by presenting annually at a range of conferences and events across education, social justice, arts, health and community development sectors in Scotland, the UK and internationally. Recent presentations have been made at the International Teaching Artists Collaborative (ITAC), People Dancing Conference, Scottish Learning Festival and the National Dance Education Organisation and at a range of seminars for teachers with Education Scotland.

### Youth Dance Advisory Group

In order to ensure the youth voice informs the work of YDance, an advisory group of young people from across YDance programmes meets four times per year, online and in person. The group gives young people the opportunity to discuss policy and programmes and feed not Board discussions, gaining crucial leadership experience.

### Research and Publications

In order to raise awareness of the impact that dance has on young people and of the value of dance in a range of settings, YDance works with academic institutions, research organisations and evaluators to capture action research that complements and adds to the existing research knowledge base in dance.

### International Development

YDance has established connections in Sweden, India, Australia, Estonia, Germany, France and Ireland to ensure we can develop a range of exchange programmes and artists development initiatives to keep our work current and relevant. Current connections include ETA Kompanie in Tallin, Estonia, JugendTanz Ensemble in Nuremberg, Germany (supported by Glasgow City Council Twinning Office), and a potential new partnership with the Sub-Saharan Africa Society for Education through Arts (SSASEA)



# Job Description - Executive Director

**The Executive Director will work collaboratively with the Artistic Director and the YDance staff team to successfully lead the organisation, developing and delivering YDance's policies and projects within YDance's vision and strategic aims. The Executive Director is joint Chief Executive Officer of YDance (Scottish Youth Dance Ltd) with the Artistic Director**

## Main Responsibilities

### Leadership and Strategic Management

- To work with the Artistic Director to deliver the Strategic Aims of the organisation, leading the creation and maintenance of an inspirational, inclusive work culture which delivers YDance's Vision
- To develop and implement the Strategic Plan and Annual plans with associated operational and project budgets which enable the achievement of the organisations aims, maintain the sustainability of the organisation for the future and fulfil the requirements of funding bodies as appropriate
- To Chair staff and other internal meetings as required
- To promote YDance and its achievements and interests to stakeholders, funders, local and national government, the Scottish and International Dance and Arts communities and relevant bodies in related fields including education, health and wellbeing and social justice.
- To collate information for reporting to funding bodies including Creative Scotland and to submit regular activity and funding reports as required
- With the Artistic Director, to develop and maintain good relationships with key stakeholders including Creative Scotland, Local Authorities, Education Scotland and other local and national bodies across Scotland.



# Job Description - Executive Director

## Governance and Compliance

- With the Board of Directors of YDance (Scottish Youth Dance Ltd.), to ensure that the company operates with high standards of governance and Strategic Planning
- To act as Company Secretary and ensure that annual reporting to Companies House and OSCR is compliant
- To arrange, manage and attend Board meetings and report to the Board of Directors on all financial, legal and operational issues on a regular basis
- To manage the development, review and implementation of policies and procedures to ensure compliance with relevant legislation
- To ensure that risk is well managed and to maintain and update the Risk Register on a regular basis
- To be responsible for safeguarding across the organisation and act as Safeguarding Officer
- To be responsible for compliance with GDPR legislation, maintaining the Data Protection Policy and acting as Data Protection Officer



# Job Description - Executive Director

## Funding and Financial Management

- To be responsible for managing the finances of the organisation, ensuring financial sustainability
- To draw up annual budgets for approval by the Board of Directors
- To draw up project budgets and monitor income and expenditure on each project
- To monitor income and expenditure and cashflow and produce monthly management accounts
- To report regularly to the Board of Directors on financial matters
- With the Artistic Director and Fundraising Officer, to lead on fundraising activity including applications to Trusts and Foundations, statutory bodies, companies and individuals, and to identify funding sources and secure income to enable the YDance strategic plan to be delivered
- To develop and monitor opportunities for generating commercial income
- To report to funders on financial aspects of each project as required



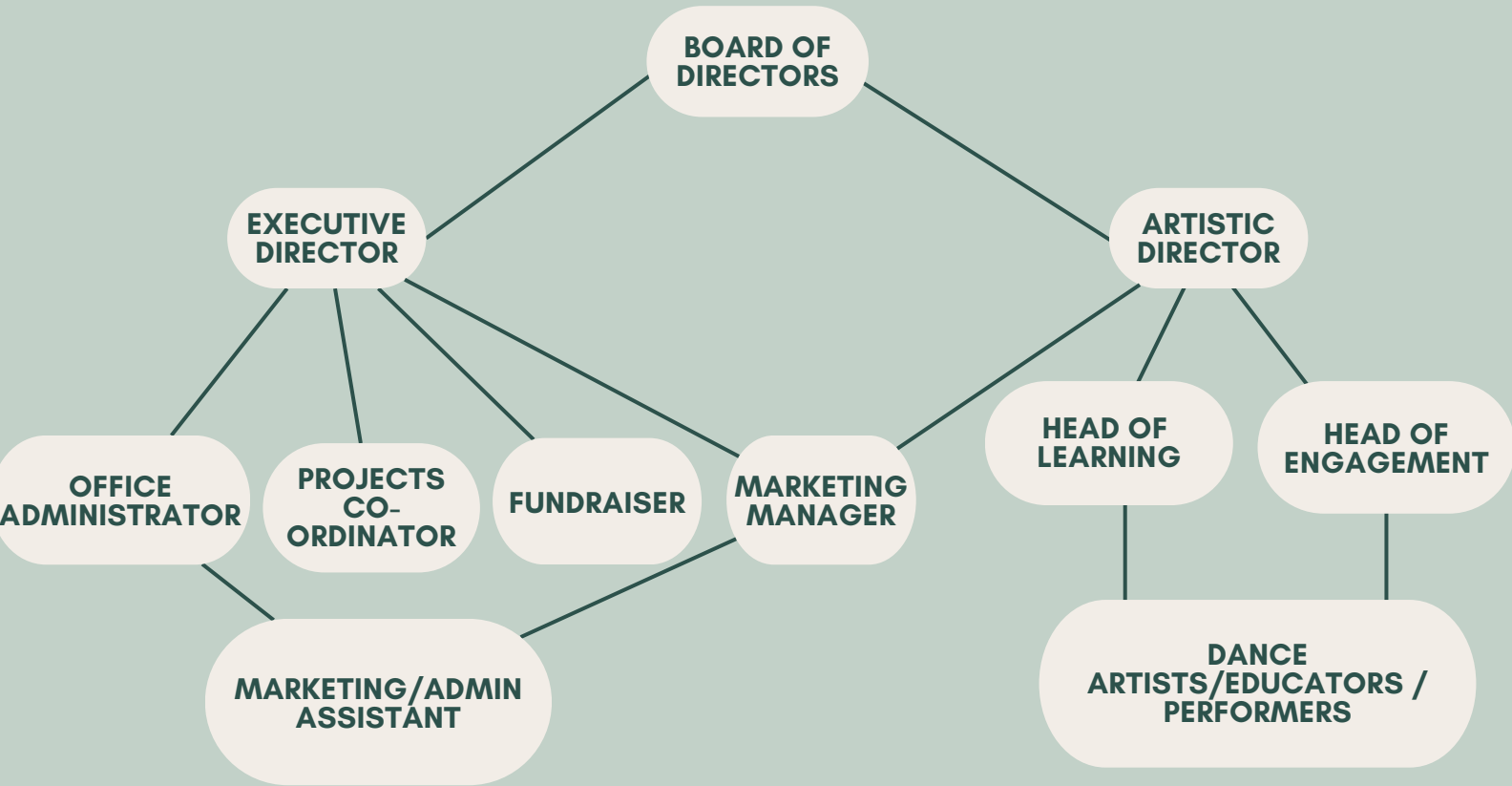
# Job Description - Executive Director

## HR and Organisational Development

- To be responsible for Human Resources Management including recruitment and contracting, monitoring and appraisals, and training and development of staff
- To lead on the development and implementation of staffing policies and procedures including Fair Work
- To maintain and update the Employee Handbook
- To lead on the development and implementation of policies on Environmental issues, and Equality, Diversity and Inclusion.
- To act as Line Manager for staff as outlined in the Organisational chart.
- To be responsible for office and operational management
- With the Artistic Director, to be responsible for management of the Marketing and Communications functions of the company



# YDance Staff Structure



# Person Specification

## Experience

- Proven experience in a senior role in an arts or third sector organisation
- Experience in team leadership and line management of staff
- Experience in forging and managing relationships with internal and external stakeholders
- Experience in strategic planning and operational planning and delivery in the cultural and / or third sector
- Experience in creating and managing policies and procedures in relation to Equalities, Diversity and Inclusion, Environmental issues and Fair Work
- Experience of project monitoring, evaluation and report writing
- Experience in budgeting and financial management and control of organisational and project budgets
- Experience of income generation and fundraising from statutory and private sources
- Experience of developing appropriate policies, strategies and operational plans for an arts/third sector organisation
- Experience of working with a voluntary Board of Directors / Trustees

## Knowledge and Skills

- Excellent interpersonal, communication, advocacy and presentation skills
- Ability to think strategically and to manage change
- Excellent organisational skills and the ability to manage multiple projects and work across all aspects of the organisation
- Excellent task management and time management skills
- Excellent interpersonal, leadership and people management skills
- Knowledge and understanding of the Cultural Sector in Scotland and ability to develop and maintain cross-sectoral relationships
- Knowledge of the political landscape for the Cultural Sector in Scotland and excellent communication and advocacy skills, both written and oral
- Financial management skills
- Computer literacy
- Understanding of charitable organisational structures, governance, and reporting
- Knowledge of managing risks in a third sector environment



## Personal attributes

A passion for the arts, and dance in particular

A commitment to supporting and developing young people's cultural rights in Scotland

A positive and enthusiastic approach to work

A friendly attitude towards colleagues and others

Openness to new ideas and a commitment to lifelong learning

Ability to cope with uncertainty and be resilient

Honest and reliable

Commitment to working to high standards and maintaining best practice within the organisation



# Terms and conditions

<b>Salary Range</b>	£40,000 - £45,000
<b>Days and Hours</b>	<p>37.5 hours per week exclusive of meal breaks. Normal hours will be Monday - Friday 9.30am - 5.00pm, however owing to the nature of the work of YDance specific working times are subject to variation.</p> <p>YDance office-based staff are currently working to a schedule blending working from home and in person in the office in central Glasgow. YDance does not pay overtime, but time worked over normal hours will be compensated by time off in lieu.</p>
<b>Benefits</b>	<p>YDance offers employees a private health care plan, and contributes 3% of salary towards employees' private pensions, or enrolment in the YDance pension scheme with a 3% contribution. Employees are required to make a 5% pension contribution.</p>
<b>Holidays</b>	<p>Annual leave entitlement is 25 days per annum, 5 of which must be taken during the Christmas / New Year period and are not transferable, plus 10 Public Holidays.</p>

# Application Details

Please provide your CV and a letter of application detailing your suitability for the role to [recruitment@ydance.org](mailto:recruitment@ydance.org) with "Executive Director" in the subject line.

Please complete an **Equal Opportunities Monitoring Form** with your application.

YDance (Scottish Youth Dance) is an equal opportunities employer, and it does not discriminate based on gender, ethnicity, sexual orientation, religion, civil or family status, age, disability or race. YDance is keen to encourage applicants from a diverse range of backgrounds and from people with disabilities. Prospective applicants who wish to submit applications in formats other than written materials should contact Carolyn Lappin as below.

**Closing date for applications: 26th April 2024 by 5pm**

There will be a 2-step interview process. Initial interviews will be held on:

**14th May 2024** and second interviews on **22nd May 2024**.

Interviews will be held in central Glasgow and travel expenses may be re-imbursed for shortlisted candidates.

Please contact Carolyn Lappin, Executive Director, at [carolyn@ydance.org](mailto:carolyn@ydance.org) or phone 07973 226818 if you have any questions about the role.

