

**JOB OPPORTUNITY**

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# We Need You



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[www.dancesyndrome.co.uk/  
job-opportunity/](http://www.dancesyndrome.co.uk/job-opportunity/)



**DanceSyndrome**  
Dancer Led, Disability Inspired

Registered Charity No:1152664

# THE OPPORTUNITY:

## Data Manager

This is an exciting time to be joining DanceSyndrome where inclusivity and equality create a vibrant energised connected 'family'. We aim to maximise our impact on a big scale. We have bold ambitions to become a North-West leader in inclusive dance, to develop a pathway of opportunities for people with learning disabilities from early years to adulthood and to develop a best practice social replication model.

DanceSyndrome, a charity since 2013 has established itself as the leader of inclusive dance in the North-West and is considered to be one of its kind with its 'unique selling point of dancers with learning disabilities at the forefront of all activities and decisions from workshop delivery to choreography and performance to providing feedback to the board and as trustees themselves.

We are currently looking for a Data Manager to join our existing team of business and dance professionals.

The current focus is to lead and manage our data collection, monitoring and evaluation frameworks and analyse results to better inform our work and how we can best support people with learning disabilities.

## ABOUT US:

DanceSyndrome is an inclusive award-winning North-West dance charity led by dancers with learning disabilities.

DanceSyndrome believes that everybody belongs and that people with learning disabilities have skills and assets which can contribute to and inspire an equitable civil society.

DanceSyndrome was created in response to the determination of Jen Blackwell, a dancer with Down's Syndrome who wanted to share her passion for dance and get the world dancing.

She wanted to engage with other dancers, to lead workshops, to choreograph and deliver performances and inspire others to believe in themselves. Supported by her parents Jen spent 10 lonely years searching for opportunities to train to become the community dance worker she sought to be.

Established in 2009 as a limited company, DanceSyndrome became a charity in 2013. Under the current Managing Director, the charity has experienced an exponential increase in demand both regionally and nationally. Using dance as a vehicle for positive change, our vision is to empower learning-disabled individuals through inclusive dance.

All activity is led by a Dance Leader with learning disabilities supported by a professionally trained Dance Artist. Using a co-production model, DanceSyndrome delivers five weekly community workshops and training for the core company. On demand the dancers regularly engage in performances, training, university seminars, conferences and are developing and piloting a social franchise model.



## THE ROLE:

DanceSyndrome has an exciting and unique opportunity for a Data Manager to join our close-knit team in Lancashire. This is a part time role (8 hours per week) which can be worked flexibly with a combination of community, office and home working. Alternatively, there is potential for this to be a negotiable Freelance opportunity.

The Data Manager will join the Managing Director, Artistic Director, Community Outreach Manager, Fundraising Manager & Project Coordinator, who are currently developing strong partnerships with a wide range of stakeholders at the heart of our communities to increase participation in our Community 'Everybody Dance' sessions alongside engaging local support and engagement to ensure the long term sustainability of these sessions. The initial focus areas are Preston, Accrington, Clitheroe and Chorley with a long term strategy to grow this model and replicate it in a number of other communities across Lancashire.

This is a really exciting time for our charity with a new ambitious Managing Director who joined the organisation in 2021 and the creation of an Artistic Director role who together make up the senior management team. In April 2022, we launched our 3-year strategy: Vision 2025 with three key strands:



**The formal Job Description and Person Specification follows with the application process on the final page.**

## Job Description

**Position Title:** Data Manager  
**Location:** A combination of Accrington Office, home working and in locations around the North-West  
**Status:** Employed Staff – 8 hours per week (Flexible over 2 or 3 days) or Potential negotiable Freelance opportunity.  
**If you are interested either way, please get in touch!**  
**Salary:** £25,000 pro-rated to 8 hours per week/Freelance rate is negotiable.

### Part 1: ROLE PROFILE

#### MAIN PURPOSE OF ROLE:

We are looking for a Data Manager with a minimum of 2 years' experience to lead and manage our data collection, monitoring and evaluation frameworks and analyse results to better inform our work and how we can best people with learning disabilities.

**1. POSITION IN ORGANISATION:** Reporting to Managing Director (MD)

#### 2. SCOPE OF ROLE:

- To have full oversight & responsibility for our data collection both quantitative and qualitative.
- To develop & implement flexible, user friendly monitoring and evaluation tools to gather impact & evidence.
- To develop a streamlined reporting system which provides necessary data for all funders & demonstrates the impact of DanceSyndrome.
- To analyse data results & provide narrative around these to better inform our work going forward.
- To complete funder monitoring & evaluation reports, evidence for funding proposals and an annual impact report.

### Part 2a: MAIN DUTIES & KEY RESPONSIBILITIES

- To develop a robust data collection system for DanceSyndrome.
- To develop & implement flexible, user friendly monitoring and evaluation tools to gather impact & evidence from different stakeholders (e.g. beneficiaries who are people with learning disabilities, parents & carers, wider ecosystem of partners and supporters).
- To ensure we use a consistent and streamlined approach to gathering data.
- To translate data results into powerful stories & actionable insights to help support DanceSyndrome's direction of travel and how we can best support people with learning disabilities.
- To research external evidence and trends in relation to people with learning disabilities to ensure DanceSyndrome can demonstrate our impact in relation to these realities.
- To complete funder monitoring & evaluation reports.
- To provide strong, impactful evidence to support our work for funding proposals.
- To work closely with the operational team to share impact data/evidence in a meaningful way.
- To work closely with our Communications function to create an annual impact report.

### Part 2b: OTHER DUTIES

- To undertake any relevant training as required by the charity.
- To follow all relevant charity policies and procedures.
- To contribute to the strategic development of the organisation by contributing at team meetings, writing a report for the Board on a quarterly basis and engaging with any other related work.
- To fulfil any other tasks requested by the Managing Director or the Board in order to support the continued development of DanceSyndrome.

### Part 3: PERSON SPECIFICATION

#### Essential

- Enhanced DBS check.
- Minimum 2 years' experience in data collection/monitoring & evaluation & successful track record.
- Experience with a variety of data collection tools and methodologies.
- Experience of creating surveys for different stakeholders.
- The ability to analyse results.
- Experience of completing funder reports.
- A proactive approach to work and problem solving.
- Excellent communication skills (both written and verbal).
- A self-starter who gets things done.
- Excellent organisation skills & attention to detail.
- Good sense of humour and strong team player.

#### Desirable

- Working with people with learning disabilities.
- Previous experience of working/volunteering in a small charity/social enterprise.

Please note you may very occasionally be required to work evenings and weekends.



## Equal Opportunities:

The DanceSyndrome family is filled with passionate and motivated people. We are keen to hear from applicants who identify as Black, Asian, or Minority Ethnic, LGBTQIA+ and those with a disability. You do not need specific experience of dancing or working previously with people with learning disabilities, we are looking for people who believe in what we do and want to support DanceSyndrome to grow its impact and to help create a fairer, more inclusive and equitable society for everyone.

## To Express An Interest In Applying:

To apply for the role, please send a CV and covering letter to the Managing Director, Julie Nicholson on [julie@dancesyndrome.co.uk](mailto:julie@dancesyndrome.co.uk) with "Job Application" as the email subject.

If you would like an informal chat about the role, Julie can be contacted by phone on 07887 931510

There will be a two-stage formal application process.

We will be interviewing as and when suitable candidates apply, so please apply as soon as possible.



Registered Charity No:1152664

[info@dancesyndrome.co.uk](mailto:info@dancesyndrome.co.uk)

[www.dancesyndrome.co.uk](http://www.dancesyndrome.co.uk)

Tel: 07597 942494

