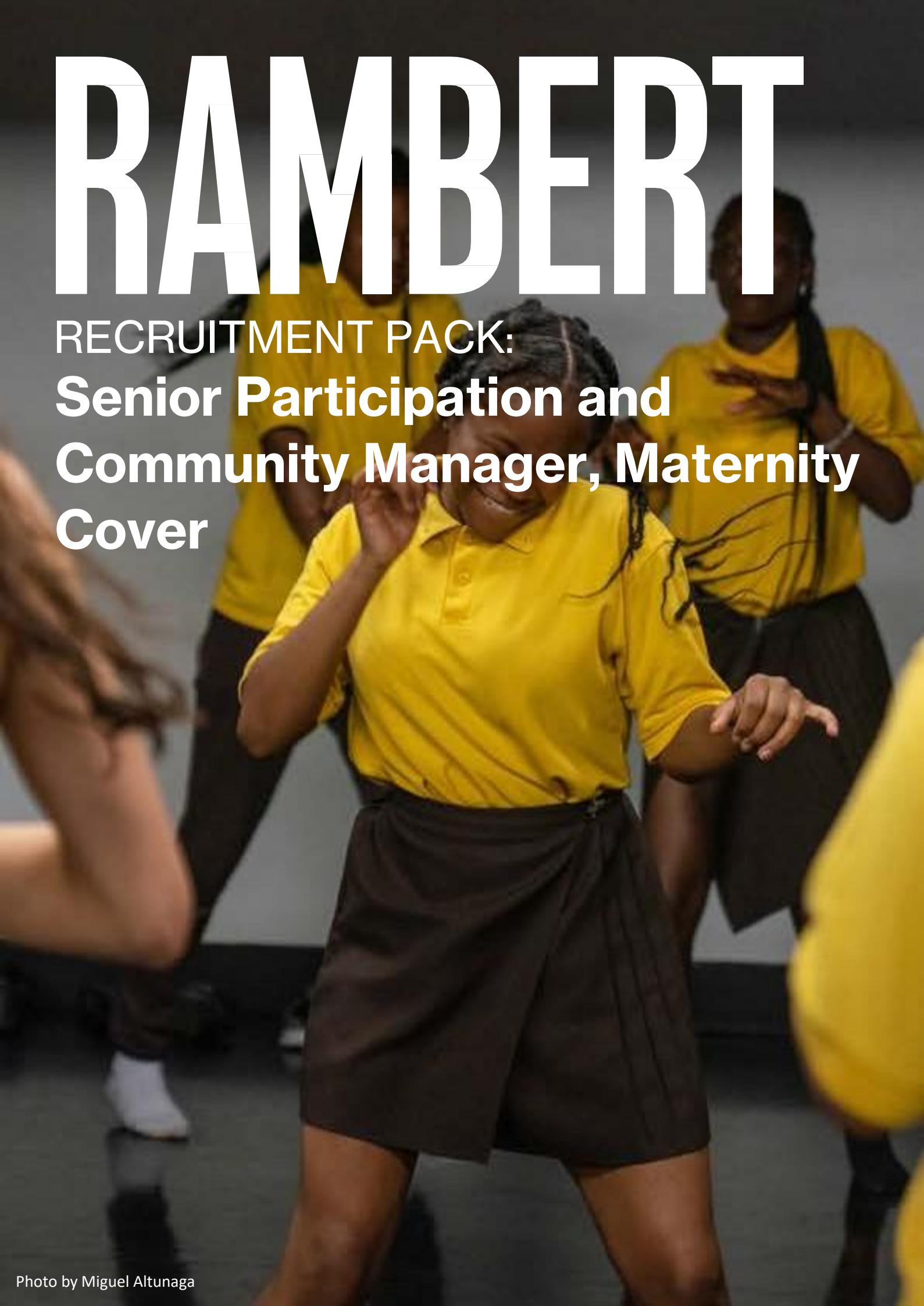


RAMBERT

A black and white photograph of a group of people, primarily women, dancing in a studio. They are wearing yellow shirts and dark shorts. The woman in the foreground is the focal point, captured in a dynamic pose with her arms raised and legs in motion. The background is blurred, showing other dancers in similar attire.

RECRUITMENT PACK:
**Senior Participation and
Community Manager, Maternity
Cover**



Peaky Blinders: The Redemption of Thomas Shelby. Photo by Johan Persson

What if...

there was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward...

Welcome to Rambert

As one of the world's most diverse dance companies, we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to the world. Through dance performances, classes and creative courses for people of all ages and abilities, we want to ensure we are engaging everyone.

Rambert is an award-winning organisation, working with the world's best choreographers, dancers and supporting administration team who ensure we create work to the highest possible standards.



Welcome

Thank you for your interest in the Senior Participation and Community Manager at Rambert. This is an exciting time for our organisation as we continue to push the boundaries of contemporary dance both on stage and screen.

Rambert Company creates dance that is awe-inspiring, adventurous, and relevant. We work with world-class choreographers and dancers to produce bold new work and bring it to audiences across the UK and internationally. Our performances, classes, and creative programmes engage people of all ages and abilities, and our administration team plays a crucial role in delivering work to the highest standards. Under the leadership of Chief Executive Helen Shute and Artistic Director Benoit Swan Pouffer, Rambert is setting ambitious goals, embracing innovation, and inspiring belief and ambition in all who engage with us.

Rambert is committed to building an inclusive organisation that reflects the diversity of society. We strive to create a culture where everyone feels they belong and can thrive. Our journey is ongoing, and we are dedicated to anti-discriminatory and anti-racist practices across all areas – from recruitment and operations to public engagement and performance



We're looking for a dynamic, proactive and organised individual to join our Participation and Community team at a transformative moment in Rambert's 100-year history. You'll play a vital role in managing Rambert's Participation & Community work, in the following areas:

SCHOOLS

We support teachers to create an inclusive environment for learning contemporary dance and exploring creativity. This includes school residencies and *Rambert Classroom* - our online platform for GCSE, BTEC and A-level teachers and students. Both provide support to teachers, so students feel inspired and confident in their dance journey.

YOUNG PEOPLE

We empower brilliant and daring young people to push themselves to find and pursue their ambitions. Participant centred life-skills development programmes such as *Future Movement* nurture the next generation, providing opportunities to young people who might not otherwise get them. Nationwide workshops, led by our diverse Faculty of artists, help young people explore their creativity and unlock their potential.

COMMUNITY

We serve our local community, Coin Street Community Builders, opening access to culture. We invite them to see the world differently through onsite and online classes, community days, schools' residencies and tickets to see our work in up-close theatres and live streams.

EARLY YEARS

We support nursery practitioners to build confidence and skills in leading creative dance sessions with early years children.

The programme helps young children develop physically, socially and emotionally through movement and play. Right now, 17 nurseries across Greater Manchester are running weekly dance sessions – reaching over 250 children. We've started in Greater Manchester and are now exploring



opportunities to partner with more local authorities across the UK.

EVERYONE

We will create opportunities for anyone who wants to show up and push themselves. We want to extend the invitation even further to fuel your inspiration, ambition and belief. From onsite and online classes to outdoor dance parties, dance for health sessions and Rambert Grades (the only graded contemporary dance syllabus). We do this because we believe that to give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better.



Governance, Finance, and Brand

Rambert is a registered charity, and a company limited by guarantee. We are overseen by a non-executive board of Directors led by our outgoing Chair, Dame Sue Street.

The Rambert Group is made up of three companies comprising *Ballet Rambert Ltd*, *Rambert Trust Ltd*, and *Rambert Productions Ltd*. We also have two joint ventures with Rambert School: Rambert Grades and a trademark holding company.

Our work is primarily funded through national portfolio organisational (NPO) grant income from Arts Council England, box office, and fundraising. Our other income is from Theatre Tax Relief (TTR) or earned through commercial hires of our enviable building. Our 2025-26 turnover is forecasted to be between £5-6 million.

Brands need to communicate their cause and promise – then deliver on that promise. We have developed a Brand Belief and set of House Rules (below) that are central to everything we do. Think about how you could contribute to this promise if you came to work with us.

HOUSE RULES

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from
- To be superhuman, you need to be super human

Rambert's brand campaign, 2023. Photographed by Daniel Shea.

A full-page photograph of a female dancer in a dynamic pose. She is wearing a black sports bra and a long, dark, ribbed skirt. Her arms are outstretched wide, and her legs are slightly apart. She is barefoot and appears to be in motion against a solid light blue background.

IT'S YOUR MOVE

JOB SUMMARY

Senior Participation and Community Manager (Fixed Term Contract, Maternity cover)

This job description is a guide to the nature of the work required in this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

Contract Type and Length: This is a full-time, fixed term maternity cover contract to begin on Monday 16th March 2026, expected to last nine months. We are open to flexibility in terms of part time, pro rata arrangements.

Days/hours of work: Monday to Friday, 9:30am-6pm with some evenings and weekends as required.

Location: Rambert office, London, UK

Salary: £34,000 per annum

Accountable to: Director of Community Partnerships

Role Overview

Rambert is seeking an experienced, proactive and highly organised Senior Participation & Community Manager maternity cover to join our dynamic Audiences team. This role sits at the heart of our Participation & Community work, managing projects which broaden and diversify who engages with Rambert and how they do so, including:

- Our onsite community class programme
- Our schools' programmes, *Artists in Residence* and *Rambert Classroom*
- Our growing youth programme, *Future Movement*
- Our early years initiative, *Early Moves*
- Our outdoor festival, *Feel This Free*

About You

You are an experienced arts manager with a passion for inclusive arts engagement. You thrive in a fast-paced environment and bring a proactive, solutions-focused approach to your work. You'll have experience in arts project management, dance education and community engagement.



Key Responsibilities:

ACTIVITY MANAGEMENT

- Manage all day-to-day participation and community activity including onsite classes, schools' programme, *Artists in Residence*, online platform, *Rambert Classroom*, youth programme *Future Movement*, early years project *Early Moves* and general community activity including the *Feel This Free* festival
- Source, contract and manage freelancers for all activity
- Collaborate with sector partners, schools, local communities, local and combined authorities and researchers on bespoke events and activity to develop relationships and raise organisational profile
- Liaise and work closely with the marketing and fanbase team on campaign plans and strategies to increase engagement across all activity

FINANCE MANAGEMENT

- Manage all day-day to expenditure and income of the participation and community team, pulling data from a variety of sources and bookings systems, creating accurate records to be shared across the company
- Identify opportunities for maximizing income and reducing expenditure, implementing appropriate changes to activity to do so
- Monitor and approve all freelance invoices and expenses

PROGRAMME DEVELOPMENT

- Update online resources and create three Continuing Professional Development courses per year for *Rambert Classroom* subscribers, responding to teacher and curriculum need.
- Continuously adapt the schools' workshop programme, *Artists in Residence*, based on the national curriculum, teacher feedback, sector trends and Rambert Grades development.
- Work with the Director of Community Partnerships on the development and expansion of Manchester-based project, *Early Moves*
- Support the implementation, promotion and development of Rambert Grades within Rambert programming
- Ensure all activity, programming and recruitment adheres to Rambert's aims of equality, diversity and inclusion
- Work cross departmentally and collaboratively with other teams to develop donor/supporter engagement



REPORTING AND EVALUATION

- Keep accurate records of engagement data for all activity, compiling these for end of quarter Illuminate reporting in the relevant formats
- Develop and update evaluation frameworks for all activity as necessary, developing a cyclical structure of gathering and implementing changes based on feedback gathered
- Manage all feedback gathering, including survey creation on Culture Counts, freelancer observations and any other methods required
- Share data with partners as required, in a GDPR compliant way

LINE MANAGEMENT

- Line-manage the Audiences Coordinator, Participation and Community intern and all freelance facilitators
- Support the Audiences Coordinator with customer queries, inbox management and activity administration where necessary

EQUALITY, DIVERSITY AND INCLUSION

- Contribute to the delivery of equality, diversity and inclusion action plan for the team
- Collaborate with the team to raise our ambitions for equality, diversity and inclusion and learn from practices at other organisations
- Identify and implement opportunities to widen access to all participation and community activity

GENERAL

- Attend staff meetings, training sessions and other events, which may take place outside normal working hours
- Undertake other duties as may be reasonable required
- Always carry out duties and responsibilities in line with Rambert's policies and procedures

Person Specification

We are looking for brilliant and daring people – people who are both empowered and accountable, who want to be there and are committed to excel in their contribution to our success.

We're a team of skilled, motivated and collaborative people and everyone is



expected to engage in the life of the organisation. In return you will be welcomed into an exciting and supportive environment where you will be encouraged to move towards success and grow into your best self.

The successful candidate will demonstrate the following skills, experience, and personal qualities:

Essential requirements

- Thorough knowledge of dance and dance learning with awareness of the needs of a range of audiences
- Experience of managing participatory arts projects with early years, children, young people, older adults and/or vulnerable people
- Thorough knowledge of safeguarding, health and safety and accessibility in a participation context
- An awareness and knowledge of dance in the national curriculum, across a range of examining boards and syllabi
- Experience in partnership working and building relationships across the sector
- Experience in line management
- Excellent organisational skills with the ability to manage people across multiple projects.
- Experience in budget management
- Excellent administrative skills and IT skills, with experience in Microsoft Office, Google Workspace and CRM systems
- Excellent interpersonal and communication skills, both written and verbal
- A self-starter, able to work independently and handle a varied workload with precision
- A creative thinker and proactive problem solver

Desirable requirements

- Experience with qualification frameworks (such as Rambert Grades or



similar)



CONDITIONS OF EMPLOYMENT

The role includes a three-month probationary period, during which either party may terminate the contract with two weeks' notice. Upon successful completion of the probation, the notice period will increase to two months.

BENEFITS

- Death in service benefit (4x base salary).
- Employee Assistance Program including Private GP and Counselling Virtual Appointments.
- 24-hour confidential helpline offering financial and wellbeing support.
- Enhanced Maternity and Paternity Pay.
- Enhanced Sick Pay.
- Free access to Rambert classes (subject to class capacity).
- Free access to onsite gym.
- Free tickets to Rambert shows (dependent on capacity).
- Two paid volunteer days per year.
- Theatre tickets allowance/Art Fund membership.
- Star Card offering discounts along London's Southbank.
- Pension Auto Enrollment begins after 3 months.

TO APPLY

Please send the below to recruitment@rambert.org.uk by 9am on Monday 9th February 2026. Interviews will be held on Wednesday 18th February 2026.

- A CV (no more than two pages).
- A one-page (maximum) cover letter or audio recorded voice note (max 4-5 mins) that details your interest, relevant experience and suitability for the role, referring to the key responsibilities and personal specification and demonstrating your understanding of the role
- An equal opportunity monitoring form that will be provided to you once we have received your CV and cover letter.



We want to make all opportunities at Rambert accessible to anyone who wishes to apply. If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss your needs with you. We can accept your application in a variety of ways:

- Video.
- Recorded audio.
- Dictate your application to us over the phone.

If you wish to apply in any of these ways, please contact recruitment@rambert.org.uk

Further details on our commitment to inclusivity as part of this application process are outlined on the next page.

Rambert encourages individuals from all backgrounds to apply for this position. We are committed to building a workforce that is representative of our society, bringing together individuals with diverse skills and experiences to shape our work.

We will contact every applicant regardless of whether you're shortlisted.

Please ensure you have the Right to Work in the UK. Pre-employment checks will be undertaken prior to a job offer being made.

If you have questions or would like an informal conversation about the role, please email recruitment@rambert.org.uk.

AN INCLUSIVE WORKPLACE FOR ALL

We encourage underrepresented identities within the arts industry to apply.

We actively make a stance against racism; holding diversity and inclusion training to ensure that we are on the right side of fighting racism.

We understand that D/deaf and disabled people are underrepresented within the sector. Please let us know if you require any reasonable adjustments for any part of the recruitment process.



We are committed to supporting LGBTQ+ individuals and ensuring that our workplace is welcoming to people of all sexual orientations and gender identities.

We also acknowledge that social class disparities can create significant barriers to accessing opportunities in the arts. We strive to create an inclusive environment that supports individuals from all socio-economic backgrounds. We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

We will interview candidates from under-represented identities in arts who meet the minimum criteria for the role.

For more information, Further information can be found on our website www.rambert.org.ukplease contact recruitment@rambert.org.uk. Thank you and best of luck with your application.

Rambert
99 Upper Ground London SE1 9PP
Rambert.org.uk
RambertPlus.com

