

CREATING
EXTRAORDINARY
DANCE

PHOENIX
DANCE
THEATRE

Phoenix Dance Theatre Community Lead

April 2026



Phoenix Dance Theatre is seeking a Community Lead to continue to build relationships, increasing our community connections and coordinating our community delivery in Leeds, Yorkshire and in tour areas around the UK.

We are looking for someone who can grow with us, an individual with enthusiasm and understanding of the impact dance has on young people. Working within the Learning & Development team you will develop and coordinate our community dance provision. You will build relationships with local organisations and networks growing the provision to reach a larger audience. The role is very varied, and we are looking for someone who is attracted to the breadth and diversity of this role.

This is an exciting opportunity for someone with a proven track record in project planning and management, ideally with existing community links in the Harehills and Chapeltown areas of Leeds. Equally important is the drive to work in a creative, integrated and forward-looking charity. We are proud of our heritage as a Black British dance company and are particularly keen to receive applications from Black candidates and those from other global majority backgrounds.

Salary: Level 2, £26,000

Hours: 28 hours/0.8 (occasional evening & weekend work)

Location: Phoenix Dance Theatre, LS2 7PA

Contract type: Permanent

Closing date: 10am Monday 27 April 2026

Interviews: w/c 4th May



A proud history

We are proud of our heritage as a Black British dance company born in Leeds. There are few contemporary dance companies that have had the impact Phoenix Dance Theatre has had over its more than 40-year history.

Phoenix is the longest-standing contemporary dance company outside London, one of few mid-scale contemporary dance companies to employ a permanent company of professional dancers, and unique in being co-located with a ballet company.

Local, national & international leaders in dance

We tour nationally and internationally whilst retaining our position as one of the key cultural organisations in Leeds. The company has pushed boundaries and taken risks since its inception and we're not about to stop now.

We believe that great art should be accessible to everyone because it changes lives, and that great art is created through diversity. We recognise that Black British Caribbean artists and administrators are still underrepresented in the UK dance sector, that people still face barriers to career development and progression because of their ethnicity, gender and class, that work is not sufficiently culturally inclusive, and that audiences do not reflect the diversity of Britain today.



We work each day to be a force for change. We are audacious in our efforts to create opportunities in contemporary dance both on stage and off for those who may otherwise not find a home for their passion, ideas and talent.

We are relentless in our pursuit of quality, equity, engagement and involvement. We strive for our work to be nothing short of extraordinary. We seek to continually defy expectations, as our founders did more than forty years ago.

Building the future of dance

Phoenix Dance Theatre's Learning and Development Team are committed to changing lives through dance. The department delivers over 1,000 workshops each year reaching over 6,500 people with the aim to empower, engage and inspire through exceptional dance provision.

Our provisions range from regular weekly classes as part of our Saturday School and Illuminate Dance programmes, pre-vocational training in the Phoenix Youth Academies based in Leeds, Gateshead, Doncaster, York and Sheffield, to bespoke schools' packages working on cross-curricular or performance led projects.

Trustees

Our Board of Trustees is Chaired by Delia Barker. The Board brings a diverse range of experience, knowledge and skills:

Marshah Dixon-Terry
Christelle Kerouedan
Pippa Plumtree-Varley
Lauren Van Zyl
Chris Wright

Louise Katerega
Dominic Leclerc
Luella Rebbeck
Errol White

To find out more please visit www.phoenixdancetheatre.co.uk.



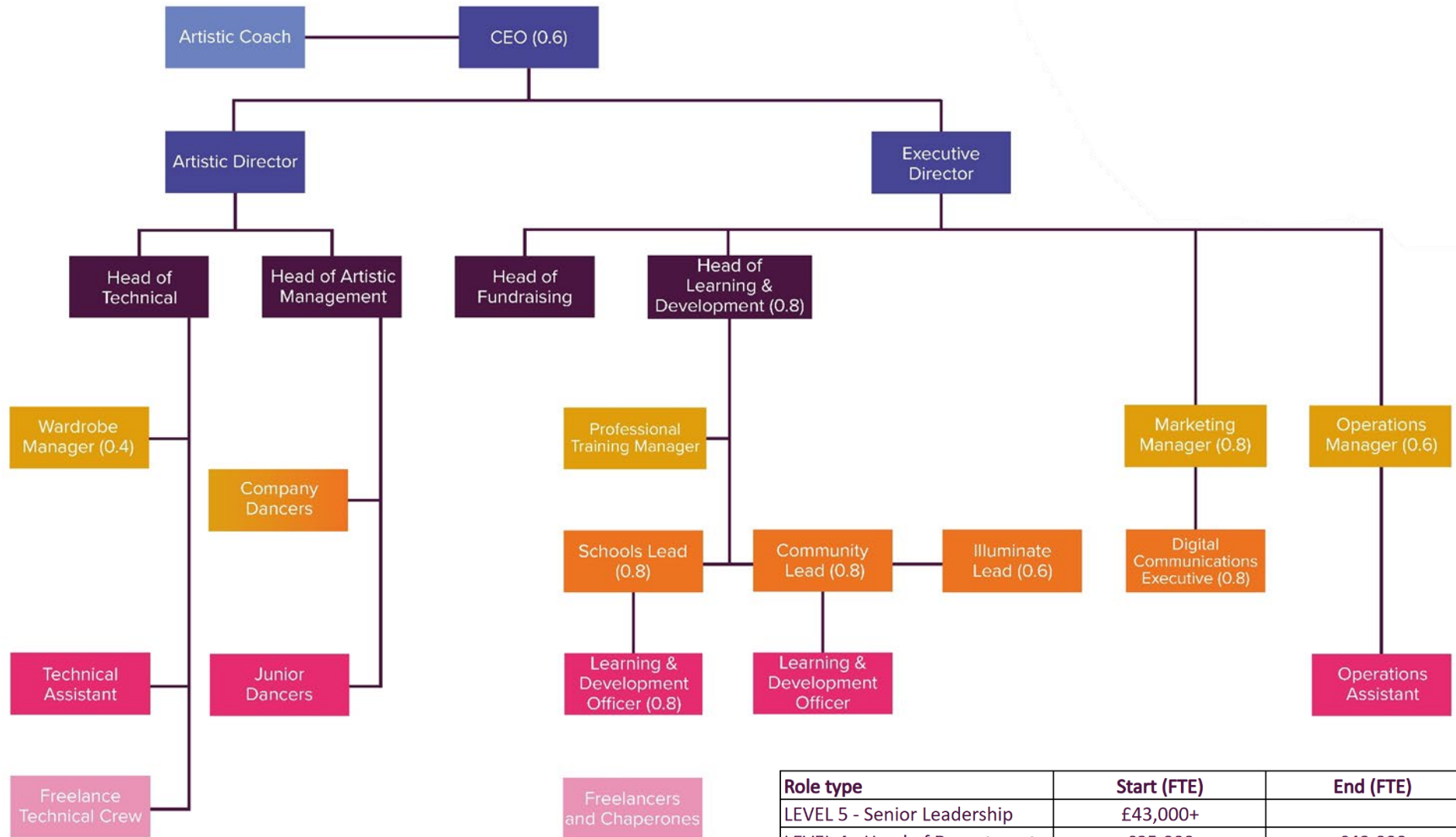
Values

Our values underpin everything we do and help define the culture we actively work to create:

Value	Rationale
Rooted	We are proud of our heritage as a Black British dance company born in Leeds. It is from this foundation that we reach further and do more each year.
Representative	We seek to be inclusive in our practice, to provide equity of opportunity for our audiences and communities, and to increase representation of the Black British Caribbean community and other under-represented groups in the contemporary dance sector.
Culturally relevant	We seek to be relevant to audiences, existing and new, and to create work that speaks to the culture, dreams, challenges and aspirations of the communities we engage, involve and represent.
Collaborative	We deepen our audience engagement, expand our creative output and broaden our reach by working side by side with partners across the sector and beyond – locally, nationally and internationally.
Open	We are open and transparent in our communication and engagement, are curious and seek active dialogue with our audiences, communities, and partners. We seek to work in an empathetic way and to promote the health and wellbeing of those we work with. We continually seek to learn and grow.
Leading the way	We are bold on behalf of the people we represent and work with. We use our platform to provide opportunities, advocate, nurture talent, amplify voices, celebrate success, and challenge the status quo. We continue to defy expectations and move the boundaries of what is possible.



Phoenix Dance Theatre organisational structure



Role type	Start (FTE)	End (FTE)	
LEVEL 5 - Senior Leadership	£43,000+		
LEVEL 4 - Head of Department	£35,000	£43,000	
LEVEL 3 - Manager	£30,000	£35,000	
LEVEL 2 - Professional	£26,000	£30,000	
LEVEL 1 - Assistant	£24,479 (Living Wage)	£26,000	

Community Lead Job Description

Job purpose – why do we need you?

Reporting to the Head of Learning & Development, the Community Lead will manage the delivery of our community programme, ensuring our activities serve those with the greatest need in line with our vision and mission. You will manage our out of school provision including Saturday School, after school clubs, holiday provision and develop new opportunities ensuring that our community activity joins up with other Phoenix programmes to provide development pathways for children and young people. You will play an integral role in developing stronger relationships with the local community building bridges and authentic connections.

Key internal relationships – who will you be working with?

- Reports to the Head of Learning and Development.
- Line management of Learning and Development Officer.
- Work closely with the Schools' Lead and Professional Training Manager.
- Part of the Learning and Development management team.

Key external relationships – which relationships will you manage?

- Community leaders / influencers
- Partner schools and Multi Academy Trusts.
- Management of freelance staff as required.
- Other arts education providers.

Main responsibilities – what will you do day to day?

- To act as an ambassador for Phoenix in the local community, providing a bridge between the community and the company
- Contribute to the strategic development of the Learning and Development Department.
- Develop a programme of activity to market to communities and community groups/organisations both in Leeds and in Youth Academy locations in collaboration with the Head of Learning and Development and in line with our artistic output.
- Research and identify potential delivery/commissioning partners and plan appropriate engagement.
- Agree annual sales target with Head of Learning and Development and provide regular reporting against progress of both income and expenditure.
- Work with the Head of Communications to develop appropriate marketing materials and a marketing plan.
- Plan the artistic work of each project/partnership, including the preparation of resources, and support the Learning and Development Officers to achieve the aims of each project.
- Book dance practitioners, musicians and other freelance artists as required, brief them on the nature of their work, co-ordinate communication with them and work with the Operations Manager to ensure appropriate contracts are in place.
- Build network of community ambassadors to help promote our work and share the impact of dance delivery on the children and young people they work with.

- Work with the Schools' Lead and Professional Training Manager to ensure that our community activity joins up with other Phoenix programmes to provide development pathways for children and young people.
- Ensure appropriate impact and evaluation data is captured in line with the Learning and Development evaluation framework and that the learning from this is incorporated into continued planning.
- Appropriately manage the safeguarding requirements of working with young people, including recording any incidents, ensuring that emergency contact details are up to date and ensuring that everyone working directly with young people has received appropriate training.
- Provide excellent line management of a Learning and Development Officer, ensuring they have an annual performance review and agreed targets and development plan.
- Work with the Head of Fundraising to develop funding proposals for potential supporters, devising new projects of a significant scale as well as developing existing provision, and support the Head of Fundraising to provide excellent and timely stewardship for existing supporters.
- Support the Head of Learning and Development in developing and managing a Young People's Advisory Board.
- Actively seek to stay at the forefront of new developments in dance education, by attending training opportunities, and keeping abreast of research and regional and national education forums.
- In conjunction with the Head of Learning & Development devise, plan and deliver large scale community-based projects in conjunction with the company's rep.
- Manage other special projects, such as mass participation events, from time to time as required.

Person Specification

What are we looking for? – Essential

- Experienced in project management.
- Excellent written and verbal communication skills and ability to tailor your approach to your audience.
- Experience of relationship management / influencing skills
- Proficiency in using Windows based software packages including Word and Excel.
- Demonstrable experience of working effectively with people.
- A demonstrable passion for making an impact for marginalised/minoritised communities.
- Commitment to the vision, mission and values of the company.
- Ability to lead on multiple projects simultaneously with confidence to organise and plan own workload, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives

What are we looking for? – Desirable

- Experience of putting in place processes that ensure the safeguarding of children and of delivering excellent quality standards.
- Experience of monitoring and evaluating projects.

- Demonstrable experience of line management
- Existing connections with the Harehills and Chapeltown communities in Leeds
- Holder of a full driving license with access to a vehicle.
- Flexible approach to working days.
- Experience of overseeing project budgets

What are we looking for? – Personal Qualities

- Excellent written and verbal communication skills
- Well organised with a flexible and proactive approach to work and the ability to work to deadlines whilst prioritising a varied workload.
- Strong networking, relationship building and influencing skills.
- Collaborative and inclusive.
- Demonstrable ability to use initiative.
- Excellent interpersonal skills and the ability to work across different departments.
- Ability to work collaboratively as well as independently.
- A 'can-do' attitude and the ability to get stuck in and be flexible.
- Someone who is friendly and approachable.

How to apply

Please refer to the person specification and submit:

- Your CV.
- A short, written expression of interest (maximum two sides of A4) OR video application of up to 5-minutes in length outlining how you meet the person spec criteria.

to admin@phoenixdancetheatre.co.uk no later than 10am on Monday 27 April 2026. Interviews will be held in Leeds at the beginning of May.

Please also complete our Equal Opportunities Monitoring form available here – www.phoenixdancetheatre.co.uk/equal-opportunities-monitoring-form. This is for monitoring purposes only and is important for reporting to our funders. It will be detached from your application and the data shared will be treated confidentially.



Access and facilities available in our building:

- Automatic door at the entrance to the building.
- Level access to the foyer and auditorium.
- Disabled toilet facilities (alarmed and with help assist).
- We have allocated spaces for wheelchair users available in the auditorium.
- There is a hearing induction loop at Reception and in the auditorium.
- Braille signs in the building.
- Lift access to all floors of the building.
- Visual and audio alarm system.

For more information see [Access in our building | Northern Ballet](#)

Benefits

As a charity we are limited in the additional benefits we can offer team members, but we strive to make working for Phoenix as rewarding as possible. Current benefits include:

- Time off for volunteering – we offer all employees up to two volunteering days per year (arranged in consultation with your line manager).
- Employee Assistance Programme – we offer all employees access to an Employee Assistance Programme (EAP).
- CharlieHR perks – Charlie have partnered up with NextJump to offer their customers Perks. With Perks you'll benefits including exclusive discounts and rewards at over 30,000 brands.
- Company days – regular time together to look at strategy and to have fun (recent activities have included laser quest, crazy golf, pottery painting and an escape room!).

Key policies

- Parental leave: Statutory Pay.
- Sick pay: During your probationary period your entitlement to sick pay will be limited to Statutory Sick Pay only. Subject to a satisfactory probation period, you will be entitled to Occupational Sick Pay of up to two weeks' full pay (including any entitlement to Statutory Sick Pay) in any 12-month period.



Photo credits:

P1 *Terms of Agreement*. Photo Drew Forsyth

P2. *Family* production image: Photo Foteini Christofilopoulou

P4. Phoenix Youth Academy class: Photo Scott M Salt Photography

P5. *Harmonica Breakdown* production image: Photo Foteini Christofilopoulou

P6. Company Dancers in rehearsal for *Requiem* ahead of World Premiere, May 2023:

Photo Point of View Photography

P8. Phoenix Youth Academy dancer: Photo Scott M Salt Photography

P11. *After Tears: After a Requiem*. Photo Tristram Kenton

P13. Company Dancers. Photo Hugo Glendinning

PHOENIX DANCE THEATRE

