



Relationship  
Manager

Recruitment  
Brochure

*"I will forever be grateful to DCD for not only the financial support, but also their encouragement and guidance during one of the most daunting periods of my adult life."*

DCD Supported Dancer

Ambitious for  
Dancers' Futures

Thank you for your interest in Dancers' Career Development, the UK's only charity dedicated to dancer career progression.

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Image:  
**EVOLVE London**  
**DCD workshop**

Photography:  
Becky Lee Brun



## **WELCOME** FROM THE EXECUTIVE DIRECTOR

Have you ever considered what happens to dancers when their performance careers come to an end? These talented artists who train for years to hone their technical and creative skills, have all too-frequently short careers, due to the physical and psychological demands of the profession. The prospect of leaving a job you love and have invested so much in, is naturally daunting. Dancers' Career Development (DCD) is the only national charity committed to enabling dancers to develop and progress their careers beyond performance, as such we have played a vital role in the dance sector for 50+ years.

DCD is ambitious for dancers' futures. We are here for professional dance artists from all dance genres and backgrounds, during and beyond their performing careers. Helping dancers through professional and personal change is the lifeblood of DCD, removing barriers to career progression, enabling career sustainability, and creating life-long learning opportunities.

DCD is a curious and agile charity, able to flex to best respond to the needs of those we support. We aim to think differently and foster a culture of self-development, learning and growth. DCD believes in the power and potential of individuals. We recognise dancers as unique human beings, with exceptional skills and qualities.

In 2024 we completed a year of celebration and delivered activities throughout the UK, to celebrate DCD's 50th Anniversary, our legacy and to determine the charity's future strategy. We have since built on the success of our anniversary year, engaging with more dancers across the UK, raising our profile nationally and internationally, strengthening existing and developing new strategic partnerships, cultivating new sources of funding and income and increasing our social impact.

Our Relationship Management team engage with professional dancers and dance students across the UK. This role will ideally suit someone with exceptional interpersonal and communication skills, who is used to managing their own workload effectively. Candidates should be able to demonstrate a successful track record designing, planning and delivering high quality events, projects, workshops and resources.

The ideal candidate will relate strongly with DCD's values and be passionate about empowering dancers to take their next career step. If you are excited by this opportunity, and want to make a difference to dancers' lives, we would love to hear from you.

**Vanessa Lefrançois**  
Executive Director

Image:  
**James Fogerty**  
SHIFT Hip Hop  
2025/26 participant



*“A practical, friendly and firm hand to hold you while you ponder, while you feel lost, or while you try and build something new. A lifeline, even.”*

Dancer & Personal and Career Coaching Participant

# Why work for DCD?

Dancers' Career Development is a unique national charity: committed to ensuring dancers thrive, personally and professionally, during and beyond their performance careers. Our main focus is on the design and delivery of professional development programmes that enable dancers to explore and prepare for their post-performance careers, either within or beyond the Creative Industries.

We work in partnership with dance companies, sector support organisations and non-arts companies to ensure dancers have healthy, sustainable and rewarding careers; including:

- Our Partner Companies Birmingham Royal Ballet, English National Ballet, Northern Ballet, Scottish Ballet, Rambert and The Royal Ballet; and collaborators ZooNation: The Kate Prince Company and Boy Blue;
- Fellow members of the International Organisation for the Transition of Professional Dancers (IOTPD);
- Dance/Arts sector partners such as One Dance UK, People Dancing, Clore Leadership; vocational dance schools and conservatoires; and
- Other strategic partners and volunteers including recruitment firm add-victor, BlackRock, The Global Leaders Institute and mentors from the corporate sector.

We are dynamic and responsive to the needs of the dance sector, delivering a range of bespoke services including retraining grants, individual coaching sessions, mentoring, networking, and professional development and wellbeing workshops. We also deliver customised programmes for our Partner Companies, vocational dance schools and Conservatoires, and for freelance Hip Hop dance artists.

We engage with hundreds of dancers each year, with demand for support from independent dancers regularly outstripping resources available. We aim to significantly increase our income in order to meet the increase in demand for our services.

## OUR STRATEGIC PRIORITIES

We are currently in a period of business and digital transformation: developing new relationships and initiatives to enable dancers to raise their career aspirations through the provision of high-quality professional development opportunities, that deliver greater equity across the dance sector.

### Our five key objectives are to:

- Improve life-chances and social-mobility of dancers
- Broaden DCD's impact and reach nationally
- Invest in dance sector talent development and retention
- Strengthen DCD's financial resilience
- Advocate dancers' value to society

### OUR VALUES:

**Dancer-led:** Dancers are at the heart of everything we do. Dancers inform our decision making, co-create our programmes and help us elevate their voices, within and beyond the dance sector.

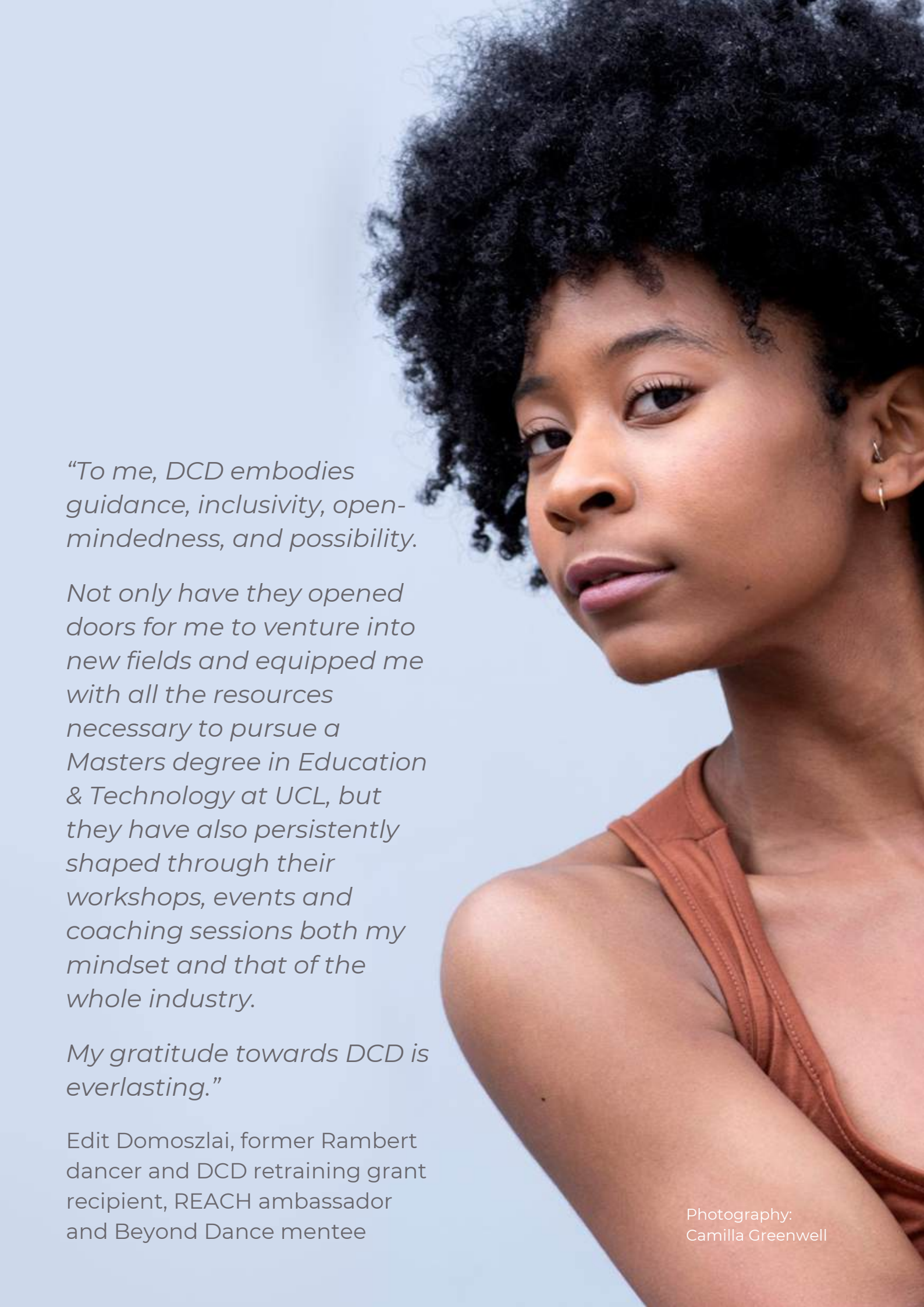
**Pioneering:** Building on our heritage as the first dancer career transition programme globally, we continue to develop our expertise, be forward-thinking, courageous and world-leading.

**Ambitious:** We are ambitious for dancers. There is no limit to what dancers are able to achieve with the right interventions, inspiration and support.

**Supportive:** We are supportive of the dancers and partners we work with, and each other. We are committed to realising dancers' potential and respect their individuality and unique path.

**Accountable:** We are accountable to the dancers we support, our funders, partners, supporters and to each other.

**Inclusive:** We commit to embed Equity, Diversity & Inclusion in our programmes and culture, with a commitment to delivering greater equity of opportunity to independent dancers.



*“To me, DCD embodies guidance, inclusivity, open-mindedness, and possibility.*

*Not only have they opened doors for me to venture into new fields and equipped me with all the resources necessary to pursue a Masters degree in Education & Technology at UCL, but they have also persistently shaped through their workshops, events and coaching sessions both my mindset and that of the whole industry.*

*My gratitude towards DCD is everlasting.”*

Edit Domszlai, former Rambert dancer and DCD retraining grant recipient, REACH ambassador and Beyond Dance mentee

Photography:  
Camilla Greenwell

# About the role



Image:  
**Sherisse Bisram**  
Dancer &  
Choreographer

Photography:  
Michal Jeck

This position will suit a self-motivated, experienced coach, facilitator, producer or project manager with strong administrative skills. The ideal candidate will be a good communicator who enjoys working collaboratively in a productive, agile and supportive team.

DCD is committed to enabling and empowering dancers to fulfil their post-performance career ambitions and is responsive to the dancers it serves. As such our services and programmes evolve and adapt to meet demand, and staff are required to be flexible and proactive to facilitate the charity's continued growth and development.

The role is being offered on a permanent part-time basis. DCD is a remote working organisation, so the post-holder will need to be able to work comfortably from home.

**Job Title:**

Relationship Manager

**Salary:**

£35,000 per annum pro-rata

**Reporting to:**

Senior Relationship Manager

**Working closely with:**

Executive Director, Relationship Managers, Marketing and Communications Manager, Partner Companies and freelance facilitators

**Contract:**

Permanent Part-Time, 3-3.5 days per week (24-28 hours per week)

**Probation Period:**

6 months

**Start Date:**

1 September (with potential to commence sooner)

**Location:**

This is a remote working role which will suit someone living in, or within commuting distance of, London for meetings and programme delivery one to four times per month.

**Benefits:**

- 23 days holiday (pro-rata) initially, plus Bank Holidays, increasing to 28 days with length of service
- 5% employer pension contribution
- Health & Wellbeing support package
- Professional development programmes and training
- Flexible working and family-friendly policies

# Purpose of Role

As a DCD Relationship Manager, you will be part of a small and busy team engaging with professional dancers and dance students across the UK.

The Relationship Managers are responsible for the planning and delivery of DCD's programmes, including but not limited to career consultations, processing of retraining grants, organising and facilitating workshops.

The successful applicant will work closely with dancers and middle-management in our six Partner Companies: Birmingham Royal Ballet, English National Ballet, Northern Ballet, Scottish Ballet, Rambert and The Royal Ballet, in addition to freelance and independent dance artists who make up circa 80% of dancers working in the UK.

Relationship Managers work collaboratively with DCD staff, external facilitators, speakers and stakeholders to ensure a consistently high standard of service to the dance community we serve.



Image:  
**DCD 50th Anniversary  
Inspiration Event  
Panel Discussion**

Photography: Sophie Bradbury

# Key Responsibilities

## BUSINESS DEVELOPMENT & STRATEGY

- Contribute your ideas to develop the organisation's strategy and business plan.
- Review, refine and develop DCD's programmes and services, in consultation with colleagues, dancers and in response to sector intelligence and reports.
- Strengthen existing and build new strategic partnerships and alliances, within and beyond the performing arts sector, to evolve and strengthen the work of DCD.

## MANAGEMENT

- Research and recruit excellent freelance facilitators and speakers, as required, for DCD programmes. Contract and manage freelancers so they feel full supported and can represent and advocate for DCD in their role.

## RELATIONSHIP MANAGEMENT

- Deliver online Career Consultations, offering advice on DCD services and signposting dancers to other charities, organisations and opportunities as appropriate (guidance will be given on this).
- Develop trusted relationships with individual dancers to support their continued professional and personal development throughout their careers, including helping to extend their professional network.
- Maintain relationships with supported dancers to help build and sustain our alumni network.
- Gather feedback from dancers informally and formally, and provide case studies, quotes and data to demonstrate DCD's impact and strengthen our case for support.

## PARTNER COMPANY SPECIFIC

- Develop and maintain relationships with Partner Company Managers, HR and Health and Wellbeing personnel, keeping them updated on developments and opportunities.
- Organise workshops and DCD visits to Partner Companies whilst they are 'at home' and on tour, including Arrival - New Starters Programme.
- Manage the REACH Ambassador programme, organising and hosting regular online meetings and an annual inspiration day.
- Organise and collate responses from the annual Partner Company dancer survey, sharing results with colleagues.

## DIGITAL

- Contribute to the development of digital content and resources for dancers.
- Support the Marketing & Communications Manager by sharing news stories and creating content.



Image:

**Becky Scarrott**

DCD supported dancer, now a journalist:

Audio Editor, TechRadar

## RETRAINING & CAREER EXPLORATION GRANTS

DCD's three Relationship Managers work collaboratively to support dancers throughout the grant application process and during their grant period. Each Relationship Manager takes responsibility for specific dancers to ensure continuity. There are two funding rounds per annum and typically around 95 dancers apply for funding each year.

- Advise dancers making grant applications to DCD. Review applications ahead of their submission to the Grants Committee to ensure they meet the eligibility criteria and are complete.
- Process grant applications for the Grants Committee.
- Attend pre-meet and Grants Committee meetings, offer insights on dancers' applications and gather further information as required by the Grants Committee members.
- Maintain accurate record-keeping on DCD Database and Grant Trackers.
- Produce minutes for the Grants Committee and circulate these in a timely manner.
- Process successful applicants' Letters of Agreements.
- Offer feedback to unsuccessful grant applicants.
- Track grant expenditure against agreements and funds available in dancers' Xero accounts.
- Periodically, review grant giving policies and application process and procedures, with colleagues, making recommendations as appropriate.

## EQUALITY, DIVERSITY AND INCLUSION

- Champion Inclusion and Impact within DCD to inform its programmes and decisions.
- Attend EDI Working Group meetings and implement actions arising from recommendations.
- Ensure all programmes are fully accessible to all dancers.

## FINANCE & RISK MANAGEMENT

- Manage budget in areas of responsibility, keeping a record of all income and expenditure and reconciling figures against quarterly management accounts.
- Approve invoices for payment from service providers in areas of responsibility i.e. facilitators.
- Approve dancers' grant payments for processing against LOA and their individual grant account.
- Identify risks associated with areas of responsibility and ensure these are captured accurately on the charity's risk register and mitigated as appropriate.
- Conduct risk assessments of all programmes; ensuring risks are identified and mitigated where possible and that all personnel including contractors are informed of risks and have relevant insurance and/or DBS checks in place. Provide training in relation to risks as appropriate.

### DCD 50th Anniversary Inspiration Event Panel Discussion

Photography: Sophie Bradbury



## **WORKSHOPS**

- Plan and deliver workshops for Partner Company, independent and freelance professional dancers.
- Plan and deliver workshops for vocational dance students.
- Research and contract facilitators and guest speakers for workshops as required.
- Develop resources for workshops and circulate information to clients and attendees.
- Assist with the promotion of workshops to ensure high attendance rates.
- Collate feedback and evaluate workshops, developing your own skills and those of our portfolio of facilitators.

## **ADMINISTRATION AND COORDINATION**

- Administrate and coordinate own workload.
- Maintain up to date records on the Customer Relationship Management system (CRM) and in DCD's shared folders of projects and programmes.
- Help improve DCD's efficiency and effectiveness through adoption of AI and IT software programmes.

## **DATA CAPTURE, EVALUATION AND REPORTING**

- Capture and analyse data and trends in areas of responsibility, highlighting important findings and changes to Executive Director.
- Evaluate programmes within area of responsibility: implementing changes and improvements.
- Produce copy and data for quarterly reports (and ad hoc reports/information) as requested by the Executive Director for DCD Board, Partner Companies and Fundraising purposes.
- Ensure information inputted to DCD's CRM is accurate and kept up to date, complying with data capture, processing and storage legislation and DCD's GDPR policy.

## **COMMUNICATIONS**

- Provide information to the Marketing & Communications Manager to publicise and promote programmes.
- Share 'good news' stories, case studies and feedback with the Marketing & Communications Manager to advocate for DCD and the impact of our work.
- Contribute to newsletters and other communication initiatives as requested.
- Notify the Marketing and Communications Manager of any changes to programmes, so website and other material can be updated in a timely manner.

## **REQUIREMENTS OF ALL DCD STAFF**

- Provide cover for other staff when required, to ensure business continuity i.e. during annual leave.
- Contribute ideas to develop DCD's services and business model, to evolve the charity and support dancers.
- Comply with legal, statutory and DCD legislation and policies, inc. EDI, GDPR and Safeguarding.
- Role model exemplary behaviour, upholding DCD's values, and act as DCD ambassador at all times.
- Able to work remotely and collaboratively, interacting regularly with team online and in meetings.
- Have a flexible approach, with a willingness to undertake other duties as reasonably requested.
- Participate in DCD meetings, training and professional development opportunities as appropriate.

# Person Specification

We would love to hear from you if you have the following skills and experience:

Excellent knowledge of the dance sector and awareness of challenges impacting dancers' ability to excel and progress their careers in and beyond the performing arts .

Highly motivated, independent self-starter, able to manage and prioritise own workload and work collaboratively in a team.

Exceptional interpersonal and communication skills (verbally and in writing) - including active listening and public speaking.

Experience creating digital content and delivering webinars/workshops online.

High emotional intelligence and empathy, with the ability to understand different perspectives and needs.

Track record and ability to design, plan and deliver high quality, relevant initiatives, workshops and resources for dance students and professional dancers in-person.

Confident project manager with excellent organisation skills and experience of delivering projects to an agreed time-line and budget.

Experience of evaluating programmes, implementing improvements and reporting findings and data to senior management.

Experience of budget management, recording expenditure and income, raising invoices and settling fees on time.

Understanding of mandatory and legal requirements to run workshops in various settings e.g. Safeguarding, DBS requirements and public liability insurance.

Commitment to EDI and understanding of current discrimination, inequality and access barriers within the sector .

High attention to detail and ability to keep accurate records.

IT Literate, including knowledge of Microsoft Office programmes.

Image:

**William Bracewell**

Principal Dancer, The Royal Ballet  
and former REACH Ambassador





Image:

**Maiya Leeke**

Former DCD EDI Working group member  
Candoco Dance Company

## Desirable qualities & attributes:

Former professional dancer.

Creative thinker and problem solver, with the ability to adapt to changing circumstances.

Coaching, psychology and/or counselling qualification and experience.

Good social media knowledge.

Track record of building and maintaining strong working relationships and partnerships.

Experience working in an HE or vocational dance institute and/or knowledge of the dance education sector.

Line management experience including contracting and managing workshops delivered by a range of freelance facilitators.

Experience of preparing reports for a Board of Trustees.

Experience supporting individuals applying for funding, or direct successful funding application experience.

Experience writing risk assessments.

Enhanced DBS holder.

Served on an EDI committee.

Knowledge of CRM packages and experience using databases.

Knowledge of design software packages and AI solutions/programmes.

# How to apply

To apply for this role please send your CV and a personal statement (no more than two-sides of A4) explaining how your experience, qualities and values align with the job description and person specification. Please provide examples and evidence from your working track-record as appropriate.

Applications should be sent to:  
[recruitment@thedcd.org.uk](mailto:recruitment@thedcd.org.uk)

Please confirm you have completed DCD's Equity, Diversity and Inclusion Monitoring Form [here](#) prior to submitting your completed application.

**The deadline for applications is:  
9am, Tuesday 14 July 2026**

First round interviews will take place during the week commencing 20 July.

Please let us know if you have any additional requirements to support your application.

**Data Protection Act, 2018.** The information that you provide as part of your application will be used in the selection process only. All information about you will be securely held and access restricted to colleagues directly involved in dealing with the selection process. Unless you are appointed your data will be kept for 6 months following the closing date and then destroyed. By signing and submitting your application and the selection monitoring questionnaire, you are giving your consent to your personal data being stored and processed by DCD.

You can find our privacy notice here:  
[www.thedcd.org.uk/privacy-policy/](http://www.thedcd.org.uk/privacy-policy/)

**Legal status:** Dancers' Career Development is a company limited by guarantee registered in England and Wales (registered company number 10137622) and a registered charity (registered charity number 1168958) whose registered office is International House, 61 Mosley Street, Manchester M32 3HZ.

DCD operates a **Positive Action policy** (Equality Act 2010) to better represent the dance communities we support and to reflect our wider society. DCD is an inclusive charity that believes diversity leads to better decision making. We positively encourage and welcome applications by people who identify as from the Global Majority and/or people who identify as D/deaf, disabled and/or neurodivergent. Those who do and meet the essential criteria listed in the person specification will be guaranteed an interview.

We are open to applications from **former dancers** who do not meet all the essential criteria but are able to explain and demonstrate how their previous experience, skills and knowledge can be successfully applied to enable them to excel in this role.



Image:  
**EVOLVE London  
DCD workshop**

Photography  
Becky Lee Brun

We hope this pack contains all relevant information but please do take a look at our [website](#) and social media platforms for more information on DCD:

**Instagram:** @dcd\_dancers

**LinkedIn:** @dancers-career-development

**Facebook:** @dancerscareerdevelopment

We look forward to receiving your application.

## Contact

Applications should be sent to:  
[recruitment@thedcd.org.uk](mailto:recruitment@thedcd.org.uk)

[www.thedcd.org.uk](http://www.thedcd.org.uk)



*“Dancers’ Career Development have been extremely supportive throughout my retraining. I think this organisation literally saves lives.”*

DCD Supported Dancer

Image (back):

**Constance Devernay**

Scottish Ballet Principal

Photography: Graham Wylie

Image (front):

**ZooNation: The Kate Prince Company dancers**

DCD's 50<sup>th</sup> Anniversary Gala, Royal Opera House

Photography: Andrej Uspenski