



Job Application Pack

Volunteer Coordinator



Rubicon Dance
Nora Street
Cardiff
CF24 1ND

02920 491477
info@rubicondance.co.uk
www.rubicondance.co.uk

Dear Applicant

Thank you for expressing an interest in working with Rubicon Dance in our newly created role of Volunteer Coordinator. This is an exciting opportunity to coordinate a new volunteer programme for Rubicon Dance.

Rubicon Dance exists to unlock self-expression so that people discover their potential, feel motivated and connected to the world. We believe everyone should have the opportunity to nurture their individual talents. This is why we have made it our mission to challenge traditional views of what it means to dance; whether this is where we dance, who we dance with, or what artistic expression looks like.

Like many arts organisations, Rubicon has weathered some challenging times in recent years but we have been undertaking an extensive process of renewal and restructuring that has led us to regain a positive perspective, and the confidence to create dynamic new roles in the organisation.

In this pack you will find some background information, along with the practical details you need to apply for the post. Should you have any queries, or if you would like a confidential and informal conversation about the role, please contact us to arrange this by emailing info@rubicondance.co.uk. For more information about Rubicon Dance, please visit our website www.rubicondance.co.uk.

Thank you again for your interest in Rubicon Dance. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Simon Morris
Chief Executive Officer
Rubicon Dance

Job Title: Volunteer Coordinator
Part-time (17.5 hrs/week)
Salary: £28,000 per annum pro-rata (£14,000 per annum)
Reports to: Operations Manager
Responsible for: Volunteers

Overall purpose of this role:

The Volunteer Coordinator is responsible for developing, coordinating, and supporting a high-quality volunteer programme within Rubicon Dance to ensure volunteers are engaged effectively across all areas of the organisation. You will oversee the recruitment, induction, training, and ongoing support of volunteers, ensuring they are confident, informed, and equipped to contribute meaningfully to Rubicon's work within the building and at external locations.

You will be responsible for implementing clear processes that enable volunteers to thrive, including safeguarding, compliance, and regular communication. The post holder will work closely with a wide range of internal teams and external stakeholders, including community groups, charities, public services, and partner organisations, to build strong relationships that strengthen volunteer engagement, widen participation, and support Rubicon's organisational outcomes. Through effective coordination and relationship-building, the Volunteer Coordinator will contribute to enhancing Rubicon's reputation as a welcoming, inclusive, and supportive organisation within the community and across the sector.

How to Apply: please send a CV and a covering letter to info@rubicondance.co.uk.

Deadline for applications: Midnight Wednesday 27th May 2026

Interviews: w/c 8th June 2026

Your covering letter should explain why you think you are suitable for the job and demonstrate your experience and skills according to the Personal Specification in the Job Description section. You may submit this in written format, by video or sound file, or any other manner that is accessible to you.

- Written letters should be no more than two pages.
- Video/audio applications should be no more than 10 minutes.
- If you would like to apply in another format, please get in touch.

Rubicon Dance is an Equal Opportunities employer and committed to improving its diversity to reflect the communities it serves. We welcome applicants from all backgrounds and particularly encourage individuals with diverse perspectives and experiences to apply.



If you have any questions regarding this role, feel free to email Rubicon Dance at info@rubicondance.co.uk, or call us on 02920 491477.

About Rubicon Dance



Rubicon Dance is the oldest community dance organisation in Wales and has been delivering dance to people of all ages and abilities since 1975. We provide dance opportunities for people and communities across Cardiff, Newport, and the Vale of Glamorgan, and we have built a strong, nationally recognised reputation for our work in schools, health and social care settings, and community venues of all kinds, as well as at our own dedicated studios in Adamsdown.

Rubicon develops and supports the dance sector in Wales by discovering, nurturing and curating talent wherever it may be. We provide a variety of progression routes for dancers of all ages, allowing them to explore their love for dance and thrive creatively. Through our formal and informal education courses and performance groups, we encourage individuals to develop their artistic skills, and we provide continuous professional development and networking for the dance workforce across Wales through our Wales Wide Training Programme.



Our vision is an inclusive, vibrant, and diverse Wales in which anyone, anywhere can experience the joys and benefits of dancing, to their full potential and aspiration. Our community work brings engaging, safe, inclusive, and inspiring opportunities for dancing and movement to people in Cardiff and South Wales, especially those who may face barriers to dance. Through our education and career work, we provide excellent dance education, career progression routes and skill development for aspiring and existing professionals.

Our charitable activities

The charitable objects of Welsh Dance Theatre Trust trading as Rubicon Dance are:

For the benefit of the public, to foster, promote, and increase the interest of the public in the knowledge, understanding and practice of dancing (including but not restricted to contemporary dance, community dance, and other modern dance forms) and to promote, assist and provide facilities for presentations of such dancing and training of dancers and choreographers.

To fulfil our purpose, we undertake activities within three main programmes:

Education

This work includes our Young Dance Programme, in which we provide GCSE dance training as well as our full-time dance course (BTEC Level 3 Extended Diploma), both of which prepare talented young people from Wales at different stages of their development for entry to higher education and the major conservatoires. The GCSE programme is also designed to detect talent by working with secondary schools and providing high intensity dance training to encourage more people from diverse backgrounds to consider careers in the sector. The full-time course has run since 1986 and provides students with the technical skills as well as the necessary UCAS points to progress to the degrees offered by the conservatoires. Since its inception, we have trained hundreds of people and take immense pride in following the progress of their careers, and the course is an important part of the dance ecosystem in Wales.

Community Dance

In this programme, we engage with communities – in general, but also in specific settings such as schools, hospitals and elsewhere – to enable them to dance. We nurture participation and interest in dance, self-expression of our participants and provide opportunities to move with joy where they may be scarce. We challenge traditional views of what it means to dance, be that where we dance, who we dance with, or what artistic expression looks like. It goes beyond performance in traditional theatrical settings and encompasses an ever-growing list of alternative ways of artistic expression.

Wales Wide Training



Our Wales Wide Training Programme seeks to inspire and sustain community dance in Wales by providing training to any sector participant in a strategic way, responsive to the needs of the dance ecology. It addresses the development and support needs of freelance community dance practitioners within the broader context of the community dance landscape across Wales. Through this programme, we contribute to the dance sector's workforce development and enhanced community dance provision through the provision of relevant, regular and varied opportunities for dance practitioners at all stages of their career journeys.

Performance and achievements

Community work

During 2023-2024 we held 1,672 sessions which were attended by 15,451 participants who physically attended the sessions and 531 who attended virtually. The scope of the community work we undertook included working with young people in schools and at our dance studios based in the heart of Adamsdown in Cardiff. In addition to this, we have provided excellent and greatly appreciated programmes in care homes and hospitals, online sessions for people recovering from serious medical conditions, and our regular dance classes for adults at Rubicon Dance Studios.

The work we undertake in hospital-based sessions included neuropsychiatry, brain injury, stroke rehabilitation, mental health services for older people, and integrated medicine for patients with dementia and confusion. We also continued to work with disabled participants of all ages offering a range of sessions which are designed to suit the needs and abilities of participants.

Education and career work

We provided 436 curriculum-based sessions to 19 schools in 2023-2024 which were attended by 857 pupils with a total attendance figure of 7,998. In the last year we were proud to get 19 young people through their Dance GCSE and a further 15 through the BTEC programme. Our end-of-year show was a superb display of the skills and creativity of these remarkable young people and was well received by all those who attended. The Leverhulme Trust have continued to support Rubicon's programme of talent detection by working with secondary schools – the programme provides high intensity dance training to encourage more people from diverse backgrounds to consider a career in the dance sector.

Wales Wide Training Programme

Rubicon has continued to bring the Welsh professional dance community together by leading on the Wales Wide Training Programme and hosting regular network and strategy meetings across Wales. We provided 96 sessions attended by over 500 professional participants, with shared Practice Forums running alongside additional one-to-one Creative Practice & Wellbeing Support sessions, Welsh language sessions aiming to boost confidence in using Welsh within dance settings, and a Guest Talk series looking at key people working in the dance ecology in Wales..



The extensive reach of the Wales Wide Training Programme has enabled us to connect with dance practitioners across the nation, including in Abergavenny, Bangor, Caernarfon, Caerphilly, Cardiff, Cardigan, Carmarthen, Ceredigion, Narberth, Neath, Newport, Port Talbot, Powys, Rhondda Cynon Taf, Swansea, and Vale of Glamorgan.

Some of the feedback we received in 2023-2024

"People can forget about their disabilities, they can forget about their pain. There is an escapism in it. Music is deeply wired despite brain injury and taking part makes them happy"

- NHS Staff member

"What I find with WWTP is that there is an all-inclusive approach.... Regardless of age or experience there is something that all of us can tap into. ... These sessions are giving opportunities to freelancers ...(and).. they are listening to what we need and doing everything they can to offer resources..."

- Participant, Wales Wide Training Programme.

"I found Rubicon when I was 17 years old and at a crossroads with what path to take. Rubicon welcomed me in with open arms and nurtured me through some of the most important years of development for a young aspiring artist. At Rubicon my individuality was celebrated, my creativity was challenged & I gained the technique and knowledge to secure a place at degree level vocational dance schools.

Since graduating I have travelled all over the world performing. I have danced on the prestigious Queen Mary 2 world voyage, performed on television series and adverts, danced in Dubai's royal opera house, and for the last 3 years toured the U.K. with strictly come dancing professionals making my west end debut in 2022. I am currently dance captain on Johannes Radebe's sell out U.K. tour 'House of JoJo' and I am absolutely loving every second. I am so blessed to do what I love for a living, and I will be forever grateful to Rubicon for making it all possible"

- BTEC Alumni Student

"I feel I have another group of friends now in your class and a few of us have been going for coffee afterwards! Thank you, Sophie, for your enthusiasm enabling me to be distracted from my pain for a little while!"

- Community Session Participant

"I have never felt so connected to dance across Wales as I have through Wales Wide Training Programme"

- Participant

"Coming dancing is fabulous. It is good for the brain, combats loneliness, with a great teacher who always has a smile"

- Participant community session



“Patients might have physical weaknesses, may have lost speech or be non-verbal. The sessions give them a ‘voice’ and they are able to show their personality”
- *NHS staff member*

Job Description

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Part-time (17.5 hrs/week)

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Responsible for: Volunteers

Overall purpose of this role:

The Volunteer Coordinator is responsible for developing, coordinating, and supporting a high-quality volunteer programme within Rubicon Dance to ensure volunteers are engaged effectively across all areas of the organisation. You will oversee the recruitment, induction, training, and ongoing support of volunteers, ensuring they are confident, informed, and equipped to contribute meaningfully to Rubicon's work within the building and at external locations.

Key Responsibilities

- To develop and coordinate the Rubicon Dance volunteer programme, including expanding volunteering opportunities to support a wider range of organisational needs and greater diversity of community beneficiaries.
- To plan, prepare, and oversee volunteer involvement across the charity's programme and operations, both within its studios and in external activities, in line with Rubicon's objectives and quality standards, ensuring that resources are well managed.
- To facilitate positive and meaningful volunteer experiences, ensuring volunteers are equipped with appropriate training, guidance, and other support to contribute effectively across a range of roles, in line with best practice in volunteer management and community engagement.
- To coordinate and supervise the work of volunteers, ensuring clear communication and appropriate task allocation, appropriate rewards and recognition, and the timely resolution of any issues that arise during their involvement.
- To oversee effective evaluation and monitoring processes across the volunteer programme, capturing feedback, impact data, and participation trends, and to compile appropriate and timely updates and reports for funders, partners, and other stakeholders.
- To work with the Administrator to ensure the effective administration of all volunteer activity, including communicating with volunteers, preparing contracts, ensuring adequate risk assessments and safety checks have taken place, and maintaining up-to-date contacts for key individuals, agencies, and other voluntary sector groups
- To identify new opportunities for programme development and work to secure these, including through developing and submitting grant applications, in association with the Fundraising Coordinator and other members of the Rubicon team

- To represent Rubicon on appropriate forums within and beyond Cardiff, developing new links and working collaboratively with community organisations, voluntary sector partners, public services, and networks across Wales to strengthen volunteer participation.
- To provide practical support and advice about volunteering to other members of staff and contribute to business planning discussions from a volunteering perspective
- To undertake additional projects as requested that align with organisational priorities and specialist practice, and provide flexible support for events, programmes, and activities across Rubicon where volunteer involvement is required.

You will

- Be able to work effectively on your own initiative and manage your own workload.
- Demonstrate a willingness to learn and adapt to new skills related to the role
- Be adaptable, flexible and travel as necessary to perform the role
- Be a car owner and driver with a valid licence and insurance to cover business use; or have reliable access to suitable public or private transport; and be able and willing to transport any items required to perform the role
- Be willing and able to work evenings and weekends when required, particularly during events or volunteer-led activities
- Uphold the organisation's values and support our aims, both internally and externally
- Maintain a smart and professional appearance at all times when working for the organisation
- Perform any other activities or duties as may be required by the organisation

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Bachelor's degree in a relevant subject or equivalent professional experience		✓
5 GCSEs at level 4 or higher, including English and Maths	✓	
Relevant teaching or training provider qualification or equivalent professional experience		✓
Project management qualification or equivalent professional experience		✓
Safeguarding qualification or previous accreditation		✓
Health and Safety qualification or previous accreditation		✓

Experience		
Experience in coordinating and supporting volunteers or working in a volunteer-focussed environment	✓	
Experience working in the community sector or other public-facing settings	✓	
Experience maintaining records, schedules, or administrative systems	✓	
Experience delivering inductions, training, or group learning activities		✓
Experience with social media management and digital communication		✓
Skills, knowledge and abilities		
Excellent communication and interpersonal skills	✓	
Excellent organisational and project management skills	✓	
A demonstrable passion for supporting others to develop and thrive, demonstrating empathy and patience to foster a positive and supportive volunteering environment	✓	
Ability to work independently and work well within a team	✓	
Knowledge, understanding and experience of partnership working in the community sector	✓	
Understanding of safeguarding responsibilities	✓	
Ability to speak Welsh or willingness to learn		✓

This job description is intended as an outline indicator of general areas of activity and may be amended in light of the changing needs of Rubicon. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

