

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## **PROGRAMME COORDINATOR** **Learning and Participation (Dance)**

**FULL TIME, PERMANENT**

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# PROGRAMME COORDINATOR

## Learning and Participation (Dance)

**Contract: Full-time, Permanent**

**Salary: £25,735 - £29,200 p.a. (Including LWA)**

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21<sup>st</sup> century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

Join our committed and innovative team of dance professionals as part of the Learning and Participation (Dance) programme taking a key role in a range of activities which include, adult and community classes, health, well-being and older people's dance programmes, professional/artist development, summer schools and student engagement.

You will assist with planning, administration and delivery of this outward facing programme of artistic excellence for all. The role includes computer based administrative tasks such as data entry and reporting, maintaining databases, website updates, financial processing and coordinating and supporting performances and a range of classes and events for people of all ages.

We are looking for a self-motivated, highly organised individual who has a degree in dance or a related field, knowledge of the contemporary dance sector and strong interest in dance in community and participatory settings including dance for health and working with people of all ages.

The role requires the ability to take initiative, a pro-active approach to problem solving and excellent communication skills including knowledge of Microsoft Office and some experience of working with data bases and data handling. Flexible working will be required with regular evening and occasional weekend working during term time together with a Disclosure and Barring Service check (DBS) that shows you are not on the barred list of individuals who are unsuitable for working with children.

As an equal opportunities employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

**Closing Date: Friday 6 September 2019, 23:59 hours BST (No Agencies)**  
**Interview Date: Monday 16 or Tuesday 17 September 2019**

For any queries about this position that are not covered in the job pack, please email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk) or contact Katerina Filosofopoulou, People Services and Resourcing Officer on 0208 305 9476.

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.*

*Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.*

## JOB DESCRIPTION

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<b>Post:</b>	Programme Coordinator – Learning and Participation (Dance)
<b>Department:</b>	Learning and Participation (Dance)
<b>Reporting to:</b>	Programme Manager – Learning and Participation (Dance)
<b>Grade:</b>	Grade (5)
<b>Contract:</b>	Full-Time, permanent

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## PURPOSE OF ROLE

- Provide organisational support for the Learning and Participation (Dance) programme
- Work in close collaboration with the Programme Manager and Head of Learning and Participation (Dance) to assist with the day to day planning, administration, co-ordination and delivery of a range of activities which include; adult community classes, health, well-being and older people's dance programmes, industry links, professional/artist development, summer schools and student engagement.
- Maintain effective administrative and financial systems to ensure good record keeping and coordination of Learning and Professional Development activities
- Be the first point of contact for enquiries and information concerning the Learning and Participation programme.

## MAIN DUTIES

1. Supporting and co-ordinating the organisation, administration and delivery of a range of activities which include; adult community classes, health, well-being and older people's dance programmes, industry links, professional/artist development, summer schools, student engagement both at the Laban Building and in off-site settings.
2. Coordinating the pre-planning and delivery of designated Learning and Participation (Dance) regular activities, projects, performances, events, workshops including marketing, recruitment, bookings, maintaining registers and waiting lists, on the day event support and regular communication with staff members, participants, project partners such as schools and parents/carers as appropriate.
3. Supporting the Programme Manager and Head of Learning and Participation (Dance) With general computer based administrative tasks including website updates, data entry, maintaining databases, processing of enrolments and products on Trinity Laban's Online Shop.
4. Administering financial systems in liaison with the Finance Department including payroll for L&P Dance Hourly paid teachers.

5. Supporting the Programme Manager in recruitment and supervision of Student Assistants.
6. Being the first point of contact for enquiries and information concerning the programme activities.
7. Helping to inform, develop and maintain a high quality participant and customer experience.
8. To liaise closely with the rest of the Learning and Participation teams in both the dance and music faculties to ensure cohesive administrative systems, programming, planning and delivery of Learning and Participation activities.
9. Assisting in the monitoring and evaluation of programme activities.
10. To be familiar with and operate within all Trinity Laban rules and regulations, including those relating to health and safety, equality and diversity and safeguarding
11. Carrying out any other duties which might reasonably be requested by the Head of Learning and Participation (Dance).

## **Other**

- Contribute to Learning and Participation activities and events across both Dance and Music Faculties as appropriate
- Take responsibility and participate in staff development for personal professional development and keeping up to date with Trinity Laban policies.

## **THE POST HOLDER MUST:**

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and the Conservatoire wherever possible.

## **CONSERVATOIRE VALUES:**

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:  
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

**Trinity Laban has a no smoking policy on its premises.**

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

## PROGRAMME COORDINATOR LEARNING AND PARTICIPATION (DANCE) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	First Degree in Dance/Performing Arts) or equivalent qualification	Essential	Application
<b>Experience</b>	Experience of dance/arts administration including financial processing	Essential	Application/ Interview
	Experience of working with people of all ages	Desirable	Application/ Interview
<b>Knowledge or Understanding</b>	Good knowledge and interest in contemporary dance and the wider dance sector	Essential	Application/ Interview
	Some understanding of dance in community and participatory settings including dance for health and working with people of all ages.	Desirable	Application/Interview
	Understanding of equal opportunities issues as related to dance and its role within participatory settings	Desirable	Interview
	Understanding of effective customer experience	Essential	Application/ Interview
	An awareness of the issues relating to data confidentiality and the ability to apply these	Essential	Interview
<b>Skills and Abilities</b>	Ability to work accurately to complete tasks precisely as specified, meeting deadlines (Attention to detail and numeracy skills are key requirements)	Essential	Task
	Ability to work as part of a team	Essential	Interview
	Have a proactive approach to problem solving (Analytical and problem solving skills are key requirements)	Essential	Interview
	Ability to take own initiative and have good planning and organisational skills including the ability to prioritise a busy workload	Essential	Application/ Interview
	Strong MS Office skills (including Word, Outlook, Excel, etc)	Essential	Application/task
	Ability to build positive relationships with people of all ages, staff, professionals, external partners and members of the public	Essential	Interview
	Excellent verbal and written communication skills and ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
<b>Personal Qualities</b>	A flexible, autonomous and conscientious approach to work	Essential	Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview

	Commitment to continuing service quality improvement	Essential	Interview
<b>Special Working Requirements</b>	Flexible working will be required including working every Saturday and occasional evenings and Sundays	Essential	Interview
	An enhanced Disclosure and Barring Service check will be required	Essential	Interview

*Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.*

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Full-time, permanent subject to a 6-month probationary period.
<b>Hours:</b>	35 hours per week, (with a daily lunch break of one hour). Working regular evenings and occasional Saturdays during term time and, Sundays as required.
<b>Location:</b>	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College, Laurie Grove, or occasionally off-site.
<b>Salary:</b>	The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 – 21, £25,735 - £29,200 p.a., inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of the month into bank or building society accounts.
<b>Holidays:</b>	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
<b>Sick Pay:</b>	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
<b>Pension Scheme:</b>	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 18% of pensionable salary.
<b>Staff Development:</b>	A range of Staff Development opportunities are available.
<b>Library:</b>	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
<b>Car Parking:</b>	A limited number of parking spaces are available at the Laban Building, subject to availability.
<b>Cafeteria:</b>	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
<b>Events:</b>	There is a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Classes:</b>	Reduced rates access to most short courses classes.
<b>Eye Care:</b>	Vouchers for eye tests are available for VDU users.
<b>Health:</b>	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.



## INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit [trinitylaban.ac.uk](http://trinitylaban.ac.uk)