

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## LEARNING AND PARTICIPATION (DANCE) PROGRAMME MANAGER

FULL-TIME, FIXED-TERM (MATERNITY COVER)

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# LEARNING AND PARTICIPATION (DANCE) PROGRAMME MANAGER

**Contract: Full-Time, Fixed-Term (Maternity Cover)**

**(Applications for part-time, 0.8FTE will be considered)**

**Salary: £36,917 - £43,327 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.

We are seeking to appoint a highly experienced, creative and well organised Programme Manager to join an innovative department of dance professionals, and be part of an inspiring team all committed to the value of dance in education, the community and for people of all ages and abilities.

As Learning and Participation (Dance) Programme Manager you will have a key role within the team, who are all committed to access, participation and inclusion. Working closely with the Head of Department, and Learning and Participation colleagues across both dance and music, you will be responsible for the development, programming and operational management of community, health, well-being, disability and older people's dance programmes, as well as supporting and facilitating cross-team partnerships and leading any related programming and event management.

You will have a genuine interest and understanding of the contemporary dance sector, with excellent project management and producing skills, taking an imaginative and collaborative approach to developing participatory arts projects with a range of partners. In addition, you will have the experience to lead on our dance for health, community, disability and older people's programme of activities.

Part of the role is leading partnership projects and producing large events, some of which cross both the music and dance faculties and are collaborations with other arts and cultural organisations such as the Horniman Museum and Tate Modern.

We are looking for a self-motivated individual with excellent communication skills, the ability to take initiative and manage and motivate teams.

Please note: This position involves working with children and young people, therefore the appointment will be subject to an enhanced Disclosure & Barring Service check.

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>	<b>Learning and Participation (Dance), Programme Manager</b>
<b>Department:</b>	Learning and Participation (Dance)
<b>Responsible to:</b>	Head of Learning and Participation (Dance)
<b>Staff Responsibility for:</b>	Learning and Participation (Dance) staff
<b>Salary Grade:</b>	7
<b>Contract:</b>	Full-time, Fixed-Term (Maternity Cover)

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## PURPOSE OF THE POST

The Learning and Participation (Dance) Programme Manager will take a key role within the wider programme which includes; health, well-being and older people's dance programmes, industry links, adult community classes, professional/artist development, summer schools, student engagement and partnerships as part of the broader music and dance Learning and Participation programme;

- Contributing to the dance related strategic development, programming, management, delivery and artistic development of Trinity Laban's Knowledge Exchange and Public Engagement (KEPE) programme which includes Higher Education Innovation Fund (HEIF) funded activities, contributing to the wider Trinity Laban mission, vision, strategic aims and policies.
- Being responsible for the development, programming and operational management of community, health, well-being, disability and older people's dance programmes, and as appropriate support and facilitate cross-team partnerships and leading any related programming and event management.
- Working with the Head of Learning and Participation (Dance), Director of Dance, programme leaders, academic tutors, and L&P music staff including Community & Professional Development (Music) team
- Taking the lead in monitoring and evaluation of Learning and Participation (Dance) activities and research links, liaising as necessary with L and P (Music) and other Trinity Laban departments and teams.

*Flexible working will be required with some evening and week-end work as needed.*

## MAIN RESPONSIBILITIES

1. Contributing to the dance related strategic development, programming, management,

delivery and artistic development of Trinity Laban's KEPE programme which includes HEIF funded activities, contributing to the wider Trinity Laban mission, vision, strategic aims and policies.

2. Lead and be responsible for the development, programming and operational management of community, health, well-being, disability and older people's dance programmes.
3. Recruitment, line management and development of Learning and Participation (Dance) programme team members, including hourly paid dance artists.
4. Be responsible for the financial management of designated projects and activities including budget setting, financial controls and day to day financial administration working closely with Head of Learning and Participation (Dance) to ensure appropriate financial accountability.
5. Support the Head of Learning and Participation (Dance) in partnership working and fundraising, leading where needed with producing larger partnership projects and activities and undertaking the requisite reporting processes.
6. Contribute to the department's communications strategy, liaising where needed with the Marketing department. Undertake marketing activities for designated individual projects and activities, including web-site updates and the development of publicity materials.
7. Work closely with all members of the Learning and Participation (Dance) team to ensure effective cross team working as regards communications, programme planning and delivery, administration and financial processes.
8. Working in close collaboration cross-Faculty to facilitate and support strong and effective team working with L&P Music staff to deliver a joint and coherent programme.
9. Develop and maintain the Learning and Participation (Dance) monitoring and evaluation framework and systems, linking as appropriate with L and P (Music), other Trinity Laban departments, teams and researchers including Development, Marketing and Communications.
10. Work with the Development Department in fundraising for Learning and Participation (Dance) activities.
11. Maintain and develop links with the Trinity Laban HE programmes, co-ordinating student placements and encouraging further collaboration between the Learning and Participation (Dance) programme and the HE programmes.
12. Work with the Head of Learning and Participation (Dance) and the programme team on the strategic development of its activities.

13. To keep abreast of sector intelligence, thinking and development, and ensure Trinity Laban Learning and Participation programmes take account of wider strategic priorities and needs.
14. Deputise when necessary for the Head of Learning and Participation (Dance) including attendance at Trinity Laban Boards and Committees.
15. Carry out any other duties which might reasonably be requested by the Head of Learning and Participation (Dance).
16. To take a leading role in ensuring the safeguarding and care of participants engaged in Learning and Participation programme activity.
17. 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

**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.
- An enhanced Disclosure and Barring Service check will be required

**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.*

## LEARNING AND PARTICIPATION (DANCE), PROGRAMME MANAGER PERSON SPECIFICATION

Criteria	Specification	Essential /Desirable	Measured By
<b>Education/ Qualifications</b>	First Degree in Dance/Performing Arts or equivalent qualification	Essential	Application
<b>Experience</b>	Significant experience of dance/arts project management	Essential	Application/ Interview
	Substantial experience of devising and delivering successful dance, arts education or community dance projects/activities	Essential	Application/ Interview
	Proven track record in budgeting/financial management	Essential	Application/ Interview
	Experience of contributing to organisational/institutional strategic planning	Desirable	Application/ Interview
	Extensive experience of event management, including performance production in varied venues and producing large scale dance/arts projects.	Essential	Application/ Interview
	Experience of fundraising and writing fundraising applications.	Desirable	Application/ Interview
	Substantial experience of working in variety of participatory settings including with children and young people, disability, older people, community and health.	Essential	Application/ Interview
<b>Knowledge or Understanding</b>	Very good knowledge and interest in contemporary dance	Essential	Application/ Interview
	Strong understanding of the school curriculum and the way schools work	Desirable	Application/ Interview
	Excellent knowledge of current developments within the dance education, youth and community sector including health, disability and work with older people	Essential	Application/ Interview
	Good knowledge and understanding of progression routes in dance including further, higher and vocational sectors	Desirable	Application/ Interview
	Understanding of equal opportunities issues as related to dance and its role within health, disability, youth, community and education sectors	Essential	Application/ Interview
	Understanding of quality assurance, monitoring and evaluation systems and frameworks	Essential	Application/ Interview
	Understanding of HE sector (including research) and potential links to Learning and Participation activities	Desirable	Application/ Interview
	Very good understanding of safeguarding issues as related to working with children, young people and vulnerable adults	Essential	Application/ Interview

<b>Skills and Abilities</b>	A strong attention to detail (a high level of accuracy)	Essential	Application and desk task
	Excellent analytical and problem solving skills (a proactive approach to problem solving)	Essential	Application and desk task
	Strong MS Office skills and the ability to work with databases and administer financial systems	Essential	Application/ Interview
	Very strong planning and organisational skills including the ability to prioritise a busy workload	Essential	Application, interview and desk task
	Very strong verbal and written communication skills with the ability to form positive relationships with professionals and members of the public of diverse age and background.	Essential	Application, interview and desk task
	Excellent interpersonal skills (an approachable manner) relating to people of diverse ages, abilities, backgrounds and needs.	Essential	Interview
	Ability to work effectively as part of a team and lead teams	Essential	Application/ Interview
	Ability to work using own initiative	Essential	Application/ Interview
	Able to work efficiently and effectively under pressure to meet deadlines	Essential	Application/ Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
<b>Personal Qualities</b>	A flexible, collaborative and conscientious approach to work	Essential	Interview
	Commitment to continuing service quality improvement	Essential	Interview
	An awareness of the issues relating to data confidentiality and the ability to apply these	Essential	Interview
<b>Special Working Requirements</b>	Flexible working will be required with occasional evenings and weekend working.	Essential	Interview
	An enhanced Disclosure and Barring Service check will be required	Essential	On acceptance of post.

***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, Fixed-Term (Maternity Cover) subject to a 3-month probationary period.
<b>Hours:</b>	35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.
<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 collage).
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 - 36, £36,917 - £43,327 p.a., inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Holidays:</b>	25 days p.a. in addition to Statutory, Bank and Public Holidays.
<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 Employers contribution currently at the rate of 18.5% 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 Adult 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)