

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

---

## PROJECT CO-ORDINATOR COMMUNITY & PROFESSIONAL DEVELOPMENT

FULL TIME, PERMANENT

### JOB DETAILS - CONTENTS

Page 2 Advertisement

---

Page 3 Job Description

---

Page 5 Person Specification

---

Page 7 Conditions of Service Summary and  
Staff Benefits

---

Page 8 Information on Trinity Laban  
Conservatoire of Music and Dance

---

## PROJECT CO-ORDINATOR COMMUNITY & PROFESSIONAL DEVELOPMENT

**Contract: Full-time, permanent**

**Salary: £26,202 - £29,725 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.

Trinity Laban Conservatoire of Music and Dance is looking for an experienced Projects Co-ordinator to join our Learning & Participation (Music) Team.

You will co-ordinate a range of participatory arts projects from across our Learning & Participation (Music) programmes with a particular focus on, but not solely limited to projects working with adult learners, training & professional development, community engagement and summer schools.

Previous project management / arts administration experience is essential. You should have excellent organisational skills, a willingness to learn, the ability to work as part of a team, and be able to demonstrate initiative.

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: Monday 28 October 2019 19 at 23:59 hours BST (No Agencies)**

**Interview Date: Thursday 7 November 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, 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

---

<b>Post:</b>	Project Co-Ordinator, Community & Professional Development
<b>Department:</b>	Community & Professional Development Team, Learning & Participation (Music)
<b>Reporting to:</b>	Head of Community & Professional Development
<b>Grade:</b>	5
<b>Contract:</b>	Full time, permanent

---

## PURPOSE OF ROLE

- To work within the Learning & Participation (Music) team to project manage and administrate a range of music projects, with a particular focus on, but not solely limited to, activities for adult learners in the local community, support for students, training & professional development for artists and summer schools.
- The Co-ordinator will be involved in planning, co-ordinating, marketing, delivery, monitoring and evaluation of projects.

## Main duties

1. Co-ordination of Learning & Participation music projects, performances, workshops, training & professional development events and courses, with a particular focus on, but not solely limited to adult learning, professional development, community and student engagement and summer schools,.
2. Planning and implementation of project marketing strategies working alongside the Marketing Department.
3. Delegating tasks to Interns, student assistants and those on placement, offering support as appropriate.
4. Contributing to a positive team culture of reflection, wellbeing and learning.
5. Helping to inform, develop and maintain a high quality participant and customer experience.
6. Helping to develop the visibility of Learning & Participation (Music) projects through cross- departmental and partnership working, written, web based and social media communication strategies and presentations.
7. Liaising with creative practitioners, participants, members of the public, community partners, trainers and other Trinity Laban staff.

8. Managing project finances working to financial systems and processes and in liaison with the Finance Department.
9. Undertaking monitoring of projects and activities, including entering project data into databases.
10. Attending/observing projects, courses, events, workshops, performances and meetings in order to feedback and inform future planning.
11. Representing the Department and Trinity Laban through attendance at external events, conferences and training.
12. Contributing to the design, organisation and evaluation of placement opportunities (including those required within their study), and student engagement strategy and events.
13. Contributing to planning and development of Learning & Participation team and sub team strategy, processes and programming.
14. Contributing to work to achieve team income generation and fundraising targets.

## **Other**

To carry out any other duties which might reasonably be requested by the Head of Community & Professional Development Manager and / or Director of Music.

## **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.*

## PROJECTS CO-ORDINATOR, COMMUNITY & PROFESSIONAL DEVELOPMENT PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	Degree in Music /Performing Arts or equivalent qualification	Essential	Application
<b>Experience</b>	Understanding of the role music can play in the lives and learning of people from a diverse background	Essential	Application/ Interview
	Previous experience of co-ordinating education or community based arts/ cultural or educational projects	Essential	Application
	Previous experience of working on training or professional development projects, events or courses.	Desirable	Application/ Interview
	Previous experience of working on projects adult learners	Desirable	Application/ Interview
<b>Knowledge or Understanding</b>	Knowledge of a range of musical genres and traditions	Essential	Application/ Interview
	Understanding of the community arts or adult learning sectors	Essential	Application/ Interview
	Awareness of professional development avenues available to artists	Desirable	Interview
	Understanding of equal opportunities issues as related to music and its role within education and community sectors	Essential	Interview
	Understanding of quality assurance within an arts /community or education project context	Essential	Interview
	Experience in using monitoring and evaluation systems.	Essential	Interview
	Knowledge or experience in using Audio Visual and other music technology equipment for events and performances	Desirable	Interview
<b>Skills and Abilities</b>	Project management skills, including the ability to use project management systems, tools and processes	Essential	Application/ Interview
	Strong planning and organisational skills including the ability to juggle multiple projects, prioritise a busy workload and work to deadlines	Essential	Interview / Test
	A meticulous approach to work	Essential	Application/ Interview/Test
	Strong MS Office skills and the ability to work with databases and other IT packages	Essential	Interview / Test
	Strong analytical and problem solving skills	Essential	Interview / Test
	Excellent verbal and written communication skills	Essential	Application/

			Interview/Test
	Ability to work effectively within teams, supporting and providing support to others	Essential	Interview
	Ability to work using own initiative	Essential	Test
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
<b>Personal Qualities</b>	A flexible approach to work and willingness to learn	Essential	Interview
	Reliable and conscientious	Essential	Application/ Interview/Test
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
	Commitment to ongoing learning and professional development	Essential	Interview
<b>Special Working Requirements</b>	This role involves work within a regulated setting and as such an Enhanced DBS check is required for the post holder.	Essential	Interview
	The role involves occasional evening and weekend work on events. Time off in lieu.	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, 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 Music (King Charles Court, Old Royal Naval college but may also be required to work at the Faculty of Dance (Laban building, Creekside).
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 5, Incremental Point 16 - 21 £26,202 - £29,725 p.a., inclusive of a London Weighting Allowance of £3,785 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. 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 9.6% of their pensionable salary (from 1 October 2019). The Conservatoire pays the Employer's contribution currently at the rate of 21.1% of pensionable salary (from 1 October 2019).
<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>Cycle to Work:</b>	A cycle to work scheme is operated.
<b>Give as you earn</b>	A give as you earn scheme is operated.
<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 &amp; Health:</b>	Vouchers for eye tests are available for VDU users. 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)