

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

LEARNING & PARTICIPATION (MUSIC) PROJECTS MANAGER

Full time, Permanent

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LEARNING & PARTICIPATION (MUSIC) PROJECTS MANAGER (CHILDREN AND YOUNG PEOPLE)

Contract: (Full time, Permanent)

Salary: £29,373 - £35,249 (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 21st 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 a highly skilled and dynamic Projects Manager to join our Learning & Participation (Music) team.

The Projects Manager forms a key role within the Learning & Participation (Music) Children and Young People's sub team. Working to the Widening Participation Manager, the Projects Manager is responsible for devising, managing and delivering a range of projects for children and young people with a wide range of learners and participants.

The Projects Manager role includes strategic responsibilities overseeing programmes, fundraising, marketing and evaluation, as well as day to day project and event management.

This is a full time appointment, with occasional weekend and evening work required as part of the role (Trinity Laban operate a time off in lieu policy).

Please note as this role will involve some working with children and young people - an Enhanced DBS will be required.

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: 23:59 hours BST, Monday 25th June 2018 (No Agencies)

Interview Date: Friday 6th July 2018

For any queries about this position that are not covered in the job pack, please contact email staffrecruitment@trinitylaban.ac.uk or call Chloe Roper, People Services and Resourcing Officer on 0208 305 4382.

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

Post:	Learning & Participation (Music) Projects Manager
Department:	Learning & Participation
Reporting to:	Widening Participation Manager
Grade:	Grade (6)
Contract:	Full time, Permanent

PURPOSE OF ROLE

The Projects Manager is a key role within the Learning & Participation (Music) Children and Young People's sub team. The role combines strategic responsibilities with project and event management.

Main duties

1. Developing, producing and managing of Children and Young People's programmes and projects, events, courses, concerts and workshops
2. Having responsibility for the overall administration, co-ordination and management, of designated projects and activities including (but not limited to) Schools' Concerts, Animate Orchestra, Schools' partnerships, Girls in Jazz, Young Musicians' Summer School and Live at Trinity Laban.
3. Contributing to the Learning & Participation team strategy, working alongside the Widening Participation Manager and Head of Children's and Young People's Programmes.
4. Devising, implementing and evaluating programme and project marketing strategies.
5. Taking a leading role of fundraising to support individual projects and programmes and the work of the Children and Young People's sub team.
6. Liaising with and supporting project leaders, participants, trainers and artists.
7. Contributing to the management of project-based work undertaken by Graduate Interns and supporting the learning of other team members.
8. Budget monitoring and day to day financial management working to Trinity Laban's own financial systems and policies and other relevant statutory regulations.
9. Devising and overseeing monitoring and evaluation of activities, including contracting of relevant external evaluators.
10. Attending/observing courses, events, workshops, performances and meetings in order

to feedback and inform future planning.

11. Attending and contributing to department meetings to participate in decision making and forward strategy.
12. Writing, editing and contributing to a range of written documents including, copy writing, marketing materials, reports and funding bids.
13. Working in collaboration and consultation with colleagues in Learning & Participation Dance.
14. Developing partnerships and working in partnership with a range of partners including schools, Music Education Hubs and other Arts Education Providers.
15. Representing Trinity Laban and the Learning & Participation team at external events, steering groups and networking events including undertaking presentations.
16. Deputising for the Widening Participation Manager as required.
17. Supporting Trinity Laban students' learning and development, through management of a range of placements and other learning opportunities and offering individual advice.
18. To carry out any other duties which might reasonably be requested by the Widening Participation Manager and / or Head of Children's and Young People's Programmes

THE POST HOLDER MUST:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Work within Trinity Laban's Safeguarding Policy and Procedures.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Faculty of Music's portfolio of programme offerings 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

PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	Degree in music, performing / other arts	Essential	Application
Experience	Experience of music/arts project management	Essential	Application, Interview
	Experience of devising and delivering successful music, arts education or community music projects/activities	Essential	Application, Interview
	Experience of working with teachers and school groups	Essential	Interview
	Experience of budgeting/financial management	Essential	Interview
	Experience of managing events, concerts and workshops	Essential	Application
	Experience of partnership working	Desirable	Interview
	Experience of project managing music projects for Children and Young People outside of formal education settings	Desirable	Interview
	Experience of contributing to fundraising/ proposal writing	Desirable	Interview
	Experience in devising, managing and monitoring marketing campaigns	Desirable	Interview
Knowledge or Understanding	Excellent knowledge and interest in music education and participatory arts practice	Essential	Application
	Understanding of equal opportunities issues as related to music and its role within education and participatory arts	Essential	Interview
	Understanding of quality assurance, monitoring and evaluations systems	Essential	Interview
	Sound understanding of safeguarding issues	Essential	Interview
	Knowledge of current developments within the music education and participatory arts sector	Desirable	Interview
Skills and Abilities	Excellent project management and organisational skills and the ability to juggle a varied projects roster	Essential	Application
	A strong attention to detail (a high level of accuracy)	Essential	Test
	Good analytical and problem solving skills (a proactive approach to problem solving)	Essential	Test
	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	Test
	Ability to work effectively as part of a team and lead teams	Essential	Interview

Personal Qualities	Ability to work using own initiative	Essential	Interview
	Excellent interpersonal skills (an approachable manner) including relating and communicating to children and young people	Essential	Application
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
	Able to work efficiently and effectively under pressure to meet deadlines	Essential	Interview
Special Working Requirements	Willingness to work occasional evenings and weekends	Essential	Interview
	A Disclosure and Barring Service check will be required	Essential	Application

Applicants for this position 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

Contract:	Full time, permanent, subject to a 6 month probationary period.
Hours:	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 is to be expected for occasional events and performances, for which time off in lieu will be given.
Location:	You will be based at the Faculty of Music (King Charles Court, Old Royal collage but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary:	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22- 32, £29,373 - £35,249 p.a., inclusive of a London Weighting Allowance of £3,645 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a. in addition to Statutory, Bank and Public Holidays
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme.
Pension Scheme:	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.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Childcare:	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the People and OD Department.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	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 17th-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.

LEARNING & PARTICIPATION

Alongside our high education programmes, and central to our outward facing ethos, sits our extensive and acclaimed Learning and Participation programme providing exciting opportunities for our local communities and the public to encounter music and dance.

Each year, Trinity Laban Conservatoire of Music and Dance (Trinity Laban) delivers over 5,000 sessions of music and dance activity for children and young people, with around 8,000 participants. A further 2,000 people of all ages sing, play, dance, perform, create and share their enjoyment of music and dance through our wider cultural programming. Hundreds of artists and teachers and others involved in participatory arts benefit from professional development support and we work strategically with a wide range of partners, including local authorities, government agencies, arts organisations, schools and community groups, to increase access to excellent music and dance.

To find out more, visit trinitylaban.ac.uk