

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## STUDENTS UNION ADMINISTRATOR

PERMANENT, PART TIME

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## STUDENTS UNION ADMINISTRATOR

**Contract: Permanent, Part Time**

**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.

The post-holder will be responsible to the President of the Students' Union and will support them and the Executive Team in carrying out administrative functions. This will include:

- To provide administrative support to the elected officers of the Trinity Laban Students' Union
- To provide a source of continuity for the Students' Union beyond the annual cycle
- To monitor external organisations such as OfS, NUS, Conservatoires UK, and WonkHE etc for relevant output and ensure the Executive Team are made aware of sector specific developments

Whilst responsible to the President of the Students' Union for day to day direction, the post-holder will be an employee of Trinity Laban and will sit within the Registry Team. Line management will be provided by the Assistant Registrar (Quality & Governance).

As an equal opportunities employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity and expression, 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/>

**Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so if you are planning on uploading any supporting documents (CV/cover letter) please ensure that your name or personal details are not included.**

**Closing Date: Sunday 29th November 2020 23:59 hours BST**

**Interview Date: Wednesday 9<sup>th</sup> December 2020**

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 Thea Lillis People Services and Resourcing Officer (Maternity Cover) 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 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>	Students Union Administrator
<b>Department:</b>	Registry
<b>Reporting to:</b>	Assistant Registrar (Quality & Governance)
<b>Grade:</b>	Grade 5
<b>Contract:</b>	Permanent, Part time (0.6FTE)
<b>Line management:</b>	Assistant Registrar (Quality & Governance)

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## PURPOSE OF ROLE

- To provide administrative support to the elected officers of the Trinity Laban Students' Union
- To provide a source of continuity for the Students' Union beyond the annual cycle
- To monitor external organisations such as OfS, NUS, Conservatoires UK, and WonkHE etc for relevant output and ensure the Executive Team are made aware of sector specific developments

## Main duties

1. Provide a range of administrative and other support to the work of TLSU.
2. Help to ensure continuity of systems and processes between periods of office.
3. Support officers in fulfilling their manifesto aims.
4. Build a strong relationship with the TLSU team and the student body.
5. Ensure that SU feedback systems are representative and relevant to the student experience.
6. Help to produce and distribute marketing materials.
7. Assist in the handover process between Presidents and Executive Teams.
8. Help the President to organise and file financial reports, statements, invoices and receipts.
9. Liaise with room bookings for TLSU events and societies.
10. Research and assist in the implementation of union development strategies.
11. Update and maintain the TLSU Website alongside the President.
12. Liaise with officers and on the requirements for upcoming events, workshops, classes or campaigns, and help with publicity.
13. Help the President with the day-to-day running of the Bar Downstairs, and with the purchase and sale of merchandise.
14. Monitor external organisations for relevant output and inform the SU President

## Other

- Assist the SU Executive and the Returning Officer in administration of elections and referenda
- Act as Returning Officer on request
- Assist the President and Executive Team with reasonable requests relating to the SU

## 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, the Faculty of Music's portfolio of programme offerings and the Conservatoire wherever possible.
- Adhere to the TLSU Constitution

## 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.*

## STUDENTS UNION ADMINISTRATOR

### PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	A first degree or equivalent administrative experience	Essential	Application
<b>Experience</b>	Experience of standard IT packages, to a minimum of intermediate standard in Word, Excel, Access and Power Point	Essential	Application/Test
	Experience of web design and management	Essential	Application/Interview
	Experience of marketing and brand identity	Desirable	Application/Interview
	Experience of servicing boards and committee meetings	Desirable	Application/Interview
<b>Knowledge or Understanding</b>	Understanding of the aims and objectives of a Students' Union and the responsibilities of its officers	Desirable	Interview
	Understanding of a Conservatoire	Desirable	Interview
<b>Skills and Abilities</b>	Excellent oral and written communication skills	Essential	Application/Interview
	Ability to provide advice to all SU Executive Team members	Essential	Test
	Adaptability and flexibility to respond to new challenges and opportunities	Essential	Interview
	Proven ability to deliver good service and to identify and implement service improvements	Desirable	Application/Interview
	Ability to build relationships with key stakeholders within the TLSU and the wider institution	Essential	Application/Interview
	Ability to work independently, using initiative to solve problems and offer solutions	Essential	Interview
	Strong attention to detail and accuracy	Essential	Interview
<b>Personal Qualities</b>	Good interpersonal skills	Essential	Interview
	Self-motivating, using own initiative to meet agreed objectives	Essential	Application/Interview
	Ability to work to tight deadlines and a degree of flexibility due to the cyclical nature of working for a Students' Union	Essential	Interview

	and sudden changes in work load		
	Ability to work as part of a team with Student Officers who are at different stages of their educational development	Essential	Interview
<b>Special Working Requirements</b>	Occasional out of hours working in order to provide support to important SU events		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>	Permanent, part time (0.6FTE), subject to a six-month probationary period.
<b>Hours:</b>	21 hours per week, usually from 9.00 am to 5.00 pm between 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 across the Conservatoire at the Faculty of Music (King Charles Court, Old Royal Naval College), Blackheath Halls (Lee Road, London) and the Faculty of Dance (Laban building, Creekside).
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 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. pro rate 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>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)