

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

GRADUATE INTERNSHIP STUDENT RECRUITMENT

FULL- TIME, FIXED TERM FOR 11 MONTHS

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GRADUATE INTERNSHIP STUDENT RECRUITMENT

Contract: Full-time, Fixed-term for 11 months

Salary: £8.36-£8.91 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.

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 offering an excellent training opportunity for a graduate interested in starting a career in HE administration or student recruitment.

You will provide administrative day-to-day support to the Recruitment and International Relations team. You will gain experience of and learn about student recruitment, HE administration and events management in an educational and artistic environment.

You should have excellent organisation and administrative skills, a willingness to learn, the ability to work as part of a team, and be able to demonstrate initiative.

Occasional out-of-hours working to attend or supervise events will be required (for which time off in lieu will be offered).

As an equal opportunity 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/>

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your written answers, otherwise we will not be able to consider your application.

Closing Date: 20 August 2021, 23:59 hours BST (No Agencies)

Interview Date: 1 or 2 September 2021

For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, People Services & Resourcing Officer on staffrecruitment@trinitylaban.ac.uk.

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

Post:	Graduate Intern – Student Recruitment
Department:	Student Recruitment and International Relations
Reporting to:	Head of Student Recruitment and International Relations
Contract:	Full-time, Fixed-term for 11 months
Salary:	£8.36-£8.91 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.

PURPOSE OF THE POST

To provide day-to-day administrative support to the Recruitment and International Relations team (with a focus on UK recruitment).

MAIN RESPONSIBILITIES

- Provide comprehensive and reliable administrative support for UK and international student recruitment activities.
- Act as a first point of contact for interested students, parents and schools and provide a high level of customer service.
- Strong focus on administrative support. This includes processing invoices, overseeing effective distribution of marketing materials (both digital and print) for various UK and international student recruitment activities.
- Registration management – manage all online registrations for Student Recruitment events.
- Database management – regularly update the events calendar, website, online listings (such as Evenbrite) and schools' database.
- Plan, support and attend student recruitment fairs in the UK as needed.
- Take an active role in the organisation and running of UK recruitment events, such as Taster Days, Open Days, visits to schools and UCAS education fairs.
- Support international staff travel through booking travel and accommodation.
- Coordinate inward visits from partner representatives and prospective students and give campus tours, as requested.
- Other Student Recruitment related tasks and research as directed.

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.

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.

GRADUATE INTERNSHIP - STUDENT RECRUITMENT PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	Educated to degree-level or equivalent, or possessing appropriate professional/post-experience qualifications	Essential	Application
Experience	Experience of either managing events or managing a project, or working in an administrative role	Essential	Application
	Experience of working as a Student Ambassador	Desirable	Application, Interview
	Experience of working, studying or volunteering abroad	Desirable	Application, Interview
Knowledge or Understanding	An interest in dance, music and the arts	Desirable	Interview
Skills and Abilities	Strong attention to detail (a high level of accuracy)	Essential	Application, Test
	Strong planning and organisational skills including the ability to prioritise a busy workload	Essential	Interview, Test
	Excellent verbal and written communication skills	Essential	Application, Interview
	Strong interpersonal and team working skills (an approachable manner)	Essential	Application, Interview, Test
	Ability to work using own initiative	Essential	Interview, Test
	Able to work efficiently and effectively under pressure to meet deadlines	Essential	Interview, Test
	Excellent MS Office skills	Essential	Application
	Some financial processing skills	Desirable	Application, Interview
Personal Qualities	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Application, Interview
	High levels of personal commitment	Essential	Interview
	Ability to maintain confidentiality and handle sensitive information appropriately	Essential	Application, Interview
Special Working Requirements	Occasional out-of-hours working to attend events as required	Essential	Application, Interview

Please note that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full-time, fixed-term for 11 months, subject to a 3-month probationary period.
Hours:	35 hours per week, flexible working will be required including weekends.
Location:	You will be based at the Faculty of Music (King Charles Court, Old Royal Naval College) but may also be required to work occasionally at the Faculty of Dance (Laban Building, Creekside).
Salary:	£8.36-£8.91 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Annual Leave:	18 days, in addition to Statutory, Bank and Public Holidays.
Pension Scheme:	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
Sick Pay:	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.
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.
Classes:	Reduced rates access to Adult Classes.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
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.

To find out more, visit trinitylaban.ac.uk