

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

HEAD OF PUBLIC ENGAGEMENT

Permanent, Part-time (0.8FTE)

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HEAD OF PUBLIC ENGAGEMENT

Contract: Part-time, Permanent

Salary: Grade 8, Points 37-43, £45,991 - £54,138 p.a. pro rata (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.

This is an exciting new role, specifically developed with a focus on Trinity Laban's Knowledge Exchange and Public Engagement (KEPE) Programme. A vital and senior role within the organisation, the post holder will work across both faculties to deliver on Trinity Laban's strategic aims, alongside operational responsibility for Community and Professional Development and the management of external community partnerships.

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.

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 supporting statement, otherwise we will not be able to consider your application.

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, Sunday 28th November 2021

Interview Date: Wednesday 8th December 2021

For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, People Services and 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

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| Post: | Head of Public Engagement |
| Salary Grade: | 8 |
| Department: | Public Engagement |
| Responsible to: | Directors of Faculty |
| Liaison with, includes: | Community and Professional Development and Children and Young People teams; Directors of Dance and Music; Head of Research; Head of Planning; Registrar; Dean, Faculty of Dance, Assistant Director of Music; Heads of Departments, Music; Programme Leaders; Programme Coordinators; Director of Blackheath Halls |
| Line management responsibilities: | Community and Professional Development Teams across Music and Dance |

PURPOSE OF ROLE

The Head of Public Engagement is a senior role in Trinity Laban;

- Contributing to the strategy, programming, management, delivery and artistic development of Trinity Laban's Knowledge Exchange and Public Engagement (KEPE) programme which includes HEIF funded activities, contributing to the wider Trinity Laban mission, vision, strategic aims and policies.
- Being responsible for the strategic development, overall programming and operational management of the Community and Professional Development range of activities which include; adult community classes, health, well-being and older people's dance and music programmes, industry links, professional/artist development, short courses including summer schools, student engagement, including placements, and as appropriate support and facilitate cross-team partnerships and any related programming and event management.
- Being outward facing in understanding local and national government priorities with community focus and developing and maintaining partnerships.
- Overseeing quality and reputation, financial sustainability and resourcing, planning and management, monitoring, evaluation and research links of community and professional development programmes and short courses.
- Working in close collaboration cross-Faculty to facilitate and support strong and effective team working with music and dance CPD teams to deliver a joint and coherent programme, including overarching project management responsibility for short courses.

- Effectively lead and manage the CPD team.

Main duties

Management and programme administration

- Provide overall leadership and management of the cross-faculty Community and Professional Development team (full-time, part-time, hourly paid and visiting), including staff recruitment, implementing performance management processes, inducting and mentoring new staff.
- Work in close collaboration with the CPD managers ensuring strong and effective co-ordination and delivery of CPD dance and music activities and programming and, where appropriate, lead on designated cross-team and faculty strands of work e.g. evaluation, marketing, administrative processes or data management.
- Work with CPD music and dance colleagues on the strategic development and planning of the overall programme, facilitating and supporting strong and effective team working, and delivering a joint coherent programme that contributes to the wider Trinity Laban mission, vision, strategic aims and policies.
- Make an active contribution to Trinity Laban working groups and committees relevant to the duties of a Head of Department including the Dance and Music Management Groups, Departmental and team meetings etc., as well as those specific to the responsibilities of this role including Knowledge Exchange and Public Engagement (KEPE) Board and the Higher Education and Innovation Fund (HEIF) Steering Group.
- Ensure monitoring and evaluation processes are in place across the programmes and that appropriate data and information is available for Trinity Laban reporting, funding bodies and partner organisations as required, including annual HE-BCI surveys.
- To communicate and operate effectively with other departments, HE programmes and service departments across both the Dance and Music faculties enabling collaborative working as appropriate.
- To oversee the health and safety, safeguarding and care of participants engaged in Learning & Participation projects, to be a point of advice and guidance for staff across the Institution in relation to the safeguarding issues and to make an active contribution to setting institutional safeguarding policy and procedures complying with statutory requirements.

Programme design, development and delivery

- Contribute to and lead as required the music and dance related strategy, programming, management and delivery of Trinity Laban's Knowledge Exchange and Public

Engagement (KEPE) programme including HEIF related activities, ensuring synergy with the wider Trinity Laban vision and strategy.

- Ensure an inclusive and outward facing programme of artistic excellence for all is evident in the range of activities, curriculum content and learning and teaching practice.
- Be responsible for the strategic development, overall programming and operational management of the Community and Professional Development range of activities which include; adult community classes, health, well-being and older people's dance and music programmes, industry links, professional/artist development including accredited courses, short courses including summer schools, student engagement and as appropriate support and facilitate cross-team partnerships and any related programming.
- Facilitate and develop links with the Trinity Laban HE programmes, including student placements, industry links and wider student engagement.
- Be responsible for the marketing and communications of the community and professional development programme including web-site, social media campaigns and the production and distribution of publicity materials.
- Establish and maintain active professional networks which will enhance Trinity Laban's public engagement provision including developing professional contacts, links and relationships with relevant professional networks, other HEI's, dance, music, arts and cultural organisations contributing to Trinity Laban's strategies and activities.
- Oversee existing external partnership arrangements and actively explore new opportunities for Trinity Laban to engage with collaborative, partnership and public engagement activity including that with other HE's, music, dance, arts and cultural organisations for the benefit of the CPD programme and to enhance Trinity Laban's offer and profile.
- Lead the effective delivery of the programme activities through management of the staff team, ensuring appropriate operational systems and processes are in place within the team and with cross-Faculty support services e.g. Brand and Communications.
- Pro-active approach to ensuring high quality provision across Community and Professional Development programmes through appropriate monitoring and evaluation methodologies and approaches.
- Contribute to teaching and learning activity within your area of expertise as appropriate, and invest in focused professional development to support this and leadership of the Public Engagement programme.
- Contribute to the Music and Dance faculties' annual planning and periodic curriculum review processes.

Resource Management

- Prepare and manage the Community and Professional Development programmes budget in liaison with the CPD Teams and the Finance Department, exercising robust financial control, ensuring effective and efficient use of all resources and using the Trinity Laban financial management system as required.
- Work with the Development team to ensure an appropriate fundraising strategy is in place to support the CPD programmes and take an active role in fundraising initiatives, including writing fundraising applications.

Promotion and Advocacy

- Promote, as a key Institutional ambassador, Trinity Laban locally, nationally and internationally, including with local and national government departments, seeking opportunities for contacts, collaborations and other opportunities that will enhance Trinity Laban's profile and reputation and the development of the Public Engagement programme,
- Represent Trinity Laban at home and abroad as appropriate (including external conferences, committees, examining/reviewing, consultancy, involvement in professional bodies, external bodies liaison and partner institutions etc.) maintaining an overview of developments within relevant educational, arts, cultural, music and dance sectors.

Other duties

The post holder must:

- Act with professionalism and integrity at all times in the carrying out any duties for and on behalf of Trinity Laban;
- Be willing and able to travel (nationally and internationally) to represent the Conservatoire and attend meetings, conferences and/or any other events both within and outside normal working hours related to the duties described above, as required;
- Participate in relevant Institutional staff development/instruction programmes as required;
- Ensure that personal leave is taken at times which do not conflict with the efficient discharge of the above duties.
- Undertake such other duties or responsibilities as may, from time to time; be reasonably expected within the scope and grading of the role.

Further information

As the role of Head of Department involves working with young people and vulnerable adults, this post is subject to disclosure through the Disclosure and Barring Service (DBS).

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

This job description reflects the core activities of the role at the time of appointment. However, the post-holder must be willing to adapt to changing institutional priorities, which will inevitably lead changes in duties. The post holder is 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.

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.

PERSON SPECIFICATION FOR HEAD OF PUBLIC ENGAGEMENT

| Criteria | Specification | E/D | Measured By |
|--------------------------------------|---|-----------|------------------------------------|
| Education/ Qualifications | First degree in an arts subject or equivalent | Essential | Application |
| | Post-graduate degree or equivalent professional qualification | Desirable | Application |
| Experience | | | |
| Experience | Proven record in a management/ leadership role in either arts, arts learning, broader participation or arts and health sectors | Essential | Application |
| | Experience of line-managing staff and leading teams | Essential | Application |
| | Substantial experience of partnership working and developing relationships with a range of professions, organisations and stakeholders | Essential | Application |
| Knowledge or Understanding | | | |
| Knowledge or Understanding | Current knowledge of the professional arts sector including contemporary dance and/or music. | Essential | Application/Interview/Presentation |
| | Up to date knowledge of current developments, policies and practices in arts/dance/music education, community/ health, participation sectors, professional and artist development | Essential | Application/Interview/Presentation |
| | Understanding and knowledge of vocational/HE dance and music training and issues relating to widening participation, inclusion and diversity. | Essential | Application/Interview/Presentation |
| | Understanding of high-quality teaching and learning and curriculum development; ability to evaluate and support dance and music artists and practitioners teaching and the development of inclusive curricula | Desirable | Application/Interview |
| | Understanding of promotion and advocacy within an education, participation or artistic context | Essential | Interview |
| | Understanding of principles of inclusion, access and equality of opportunity in relation to dance and music and its role within education, community and professional training sectors. | Essential | Interview |

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| | An understanding of issues relating to safeguarding, child protection, health and safety, confidentiality, data protection and recording and storing of information. | Essential | Application/Interview |
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| Skills and Abilities | Excellent strategic and artistic understanding and organisational skills with the ability to develop the learning and participation programme in line with TL's mission, aims and policies | Essential | Interview/Presentation |
| | Ability to identify and develop opportunities that enhance Trinity Laban's Community and Professional programmes and the broader TL public engagement activities | Essential | Interview/Presentation |
| | Persuasive communicator, able to influence and motivate teams and relate well to professionals, colleagues, community participants; able to work co-operatively and productively within a team; excellent presentational, oral and written skills. | Essential | Application/Interview/ Presentation |
| | Excellent interpersonal skills with the ability to form positive relationships and respond empathetically, calmly and diplomatically in challenging situations | Essential | Interview |
| | Ability to deal directly with issues and to seek the involvement and/or support of others where appropriate | Essential | Interview |
| | Ability to administer complex financial systems, developing and managing budgets | Essential | Application/Interview |
| | Ability to contribute to Trinity Laban's fundraising strategies and CPD funding applications | Essential | Application/Interview |
| | Ability to co-ordinate multiple and different areas of activity | Essential | Application/Interview |
| | Ability to work systematically and use time efficiently and productively to prioritise and meet deadlines | Essential | Interview |
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| Personal Qualities | Ability to excite, inspire, engage and enthuse others | Essential | Interview |
| | A commitment to applying principles of equality of opportunity in all professional activities | Essential | Interview |
| | Commitment to continuing service | Essential | Interview |

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| | quality improvement | | |
| Special Working Requirements | Flexible working will be required including some Saturdays and evenings. | Essential | Interview |
| | An enhanced Disclosure and Barring Service (DBS) check that shows you are not on the barred list of individuals who are unsuitable for working with children. | Essential | 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

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|---------------------------|---|
| Contract: | Part-time, 0.8FTE, Permanent subject to a 6-month probationary period. |
| Hours: | 28 hours per week, 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. |
| Location: | You will be based across the Conservatoire at the Faculty of Music (King Charles Court, Old Royal Naval College) and the Faculty of Dance (Laban building, Creekside). |
| Salary: | Trinity Laban Staff Salary Scale, Grade 8, Incremental Points 37 – 43 £45,991- £54,138 p.a. pro rata, inclusive of a London Weighting Allowance of £ 3,842 p.a. pro rata. 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. Please note, only full calendar months will count. |
| 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. |
| Pension Scheme: | The successful candidate will be auto-enrolled into the Universities Superannuation Scheme if they meet the qualifying criteria. Employees contribute at the rate of 9.6% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 21.1% 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. |
| 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.
- Cycle to Work:** A cycle to work scheme is operated
- Give as you earn:** A give as you earn scheme is operated.

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