

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

PROGRAMME COORDINATOR Children and Young People's Dance Programmes

PART TIME, PERMANENT

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PROGRAMME COORDINATOR

Children and Young People's Dance Programmes

Contract: Part-time, Permanent

Salary: £26,689- £30,183 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.

Join our committed and innovative team of dance professionals as part of the Children and Young People's Dance Programmes department, taking a key role in the coordination of our classes, projects and performances.

You will assist with planning, administration and delivery of this outward facing programme of artistic excellence for all. The role includes computer based administrative tasks such as data entry and reporting, maintaining databases, website updates, financial processing, and coordinating and supporting performances and our on-going large programme of classes and projects. This role will have a particular focus upon coordinating our children's classes.

We are looking for a self-motivated, highly organised individual who has a background in dance or a related field, knowledge of the dance sector and strong interest in dance in community and participatory settings with a commitment to widening participation in the art form.

The role requires the ability to take initiative, a pro-active approach to problem solving and excellent communication skills including knowledge of Microsoft Office and some experience of working with data bases and data handling. Flexible working will be required with regular Saturday, and occasional evening, working during term time. A Disclosure and Barring Service check (DBS) that shows you are not on the barred list of individuals who are unsuitable for working with children is required for this role.

We positively encourage expressions of interest 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. Trinity Laban is committed to equality and diversity. Disabled candidates and those from ethnically diverse backgrounds who meet the essential criteria for a role will be guaranteed an interview as they are underrepresented in our workforce.

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 within 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: Sunday 3 July 2022, 23:59 hours BST (No Agencies)

Interview Date: Thursday 14 July 2022

For any queries about this role that are not covered in the job pack, please email Katerina Filosofopoulou, our 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

Post:	Programme Coordinator (Children & Young People's Dance Programmes)
Department:	Children and Young People's Dance Programmes
Reporting to:	Project Manager, Children and Young People's Dance Programmes
Grade:	Grade (5)
Contract:	Part-Time (3 days a week), permanent

PURPOSE OF ROLE

- To provide organisational support within the Dance Faculty for the Children's Dance Classes and the wider Children and Young Peoples' Dance (CYP) Programmes
- The post holder will work in close collaboration with Projects Managers and the Head of Children and Young People's Programmes to assist with the day to day planning, administration and delivery of the programme.
- This role is the first point of contact for enquiries and communications concerning the Children's Dance Classes and wider CYP Programme activities as required, including current and prospective participants.
- Maintaining effective administrative systems to ensure good record keeping, monitoring and coordinating of CYP Dance activities

Main duties

1. Supporting and co-ordinating the administration of designated Children and Young People's Dance classes, projects and activities. This role will have a particular focus upon the children's programme and, when required, the youth dance programme and widening participation activities, such as projects in and out of schools, both at the Laban building and in off-site settings.
2. Coordinating the pre-planning and delivery of CYP Programme regular activities, projects, performances, events, workshops including marketing, recruitment, bookings, maintaining registers and waiting lists, on the day event support and regular communication with staff members, participants, project partners such as schools and parents/carers as appropriate.
3. Supporting Projects Managers and the Head of Children and Young People's Dance Programmes with general computer based administrative tasks including website updates, data entry, maintaining databases, processing of enrolments and products on Trinity Laban's Online Shop.
4. Administering financial systems in liaison with the Finance Department including payroll for Hourly paid teachers.
5. Supporting the Head of Children and Young People's Programmes (Dance) and Projects Managers with recruitment and supervision of Volunteers and Student Assistants.
6. Being the first point of contact for enquiries and information concerning the children's programme and wider CYP programme activities, as required.

7. Helping to inform, develop and maintain a high-quality participant and customer experience.
8. To liaise closely with the wider CYP and Community and Professional Development teams in both the dance and music faculties to ensure cohesive administrative systems, programming, planning and delivery of activities.
9. Assisting in the monitoring and evaluation of programme activities.
10. To be familiar with and operate within all Trinity Laban rules and regulations, including those relating to health and safety, equality and diversity and safeguarding
11. Carrying out any other duties which might reasonably be requested by the Head of Community and Professional Development.

Other

- Contribute to CYP and CPD events where appropriate
- Take responsibility and participate in staff development for personal professional development and keeping up to date with TL policies.

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.

PROGRAMME COORDINATOR : Children and Young People's Dance Programmes PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	First Degree in Dance/Performing Arts or equivalent qualification	Essential	Application
Experience	Experience of dance/arts administration including financial processing	Essential	Application/ Interview
	Experience of working with children and young people	Desirable	Application/ Interview
	Experience of supervising assistants/ volunteers/ others	Desirable	Application/interview
Knowledge or Understanding	Good knowledge and interest in dance	Essential	Application/ Interview
	Understanding of and commitment to widening participation in dance	Desirable	Interview
	Understanding of effective customer experience	Essential	Application/ Interview
	An awareness of the issues relating to data confidentiality and the ability to apply these	Essential	Interview
Skills and Abilities	Ability to work accurately to complete tasks precisely as specified, meeting deadlines (Attention to detail and numeracy skills are key requirements)	Essential	Task
	Ability to work as part of a team	Essential	Interview
	Ability to take own initiative and have good planning and organisational skills including the ability to prioritise a busy workload	Essential	Interview
	Strong MS Office skills (including Word, Outlook, Excel, etc)	Essential	Task
	Ability to build positive relationships with children and young people, staff, professionals, external partners and members of the public	Essential	Interview
	Excellent verbal and written communication skills and ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
Personal Qualities	A flexible, autonomous and conscientious approach to work	Essential	Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
	Commitment to continuing service quality improvement	Essential	Interview
Special Working Requirements	Flexible working will be required including working every Saturday and regular evenings	Essential	Interview
	An enhanced Disclosure and Barring Service check will be required	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

- Contract:** Part-Time, permanent subject to a 3month probationary period.
- Hours:** 21 hours per week, over three days including Saturdays 08:00-16:00. (with a daily lunch break of one hour). Working every Saturday, during term time. Occasional evenings are required.
- Location:** You will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval college).
- Salary:** Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 – 21, £26,689 - £30,183 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 the month into bank or building society accounts.
- Holidays:** 25 days p.a. pro rata 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 Old Royal Naval College and Blackheath Halls, 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