

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

---

## STUDENT RECRUITMENT AND INTERNATIONAL RELATIONS ADMINISTRATIVE ASSISTANT

FULL-TIME, PERMANENT

### JOB DETAILS - CONTENTS

Page 2	Advert
Page 3	Job Description
Page 5	Person Specification
Page 6	Conditions of Service Summary and Staff Benefits
Page 7	Information on Trinity Laban Conservatoire of Music and Dance

## STUDENT RECRUITMENT AND INTERNATIONAL RELATIONS ADMINISTRATIVE ASSISTANT

**Contract: Full-time, permanent**

**Salary: £25,154 - £27,101 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.

We are offering an excellent opportunity for an experienced Administrative Assistant to support the day-to-day operation of a small but busy Student Recruitment and International Relations team.

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.

**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 supportive 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: 4<sup>th</sup> December 2022 at 23:59 hours BST (No Agencies)**

**Interview Date: 19<sup>th</sup> December 2022**

For any queries about this position that are not covered in the job pack, please email our Talent Resourcing and Organisational Development Officer, Katerina Filosofopoulou on [staffrecruitment@trinitylaban.ac.uk](mailto: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

---

<b>Post:</b>	Student Recruitment and International Relations Admin Assistant
<b>Department:</b>	Student Recruitment and International Relations
<b>Reporting to:</b>	Deputy Head of Student Recruitment and International Relations
<b>Contract:</b>	Full-time (Open to discussions around flexible working arrangements)
<b>Salary:</b>	Grade 4

---

### PURPOSE OF THE POST

To provide executive administrative support to the Student Recruitment and International Relations team.

### MAIN RESPONSIBILITIES

#### General Departmental Admin Support

- Provide comprehensive and reliable administrative support for UK (on and off campus) and international student recruitment activities.
- Provide strong financial admin support such as processing invoices, filing expenses, processing pay claim forms, updating working budget documents.
- Database and web management – regularly update the events calendar, website, online listings and schools' database.
- Oversee effective distribution of marketing materials (both digital and print) for various UK and international student recruitment activities.
- Support and occasionally attend student recruitment fairs in the UK (as needed).
- Coordinate inward visits from partner representatives and prospective students and give campus tours, as requested.
- Take and circulate minutes for specified meetings.
- Other Student Recruitment related tasks and research as directed.

#### Customer Service

- Act as a first point of contact via CRM and enquiry inbox for interested students, parents and schools and provide a high level of customer service.
- Assist the team in moving over to a new CRM system.
- Create and send bulk email comms to various stakeholders.

#### Travel Support

- Act as main point of contact with external travel agent.
- Support international staff travel through booking travel and accommodation.
- Process visas.
- Collate and circulate itineraries for staff travel.

## 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.*

## STUDENT RECRUITMENT AND INTERNATIONAL RELATIONS ADMIN ASSISTANT PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	Educated to at least A-level or equivalent and possessing appropriate professional experience	Essential	Application
	Administration qualification	Desirable	Application
<b>Experience</b>	Experience of either managing events or managing projects, or working in an administrative role	Essential	Application
	Experience of financial processing, keeping financial records, handling money	Essential	Application, Interview
<b>Knowledge or Understanding</b>	An interest in dance, music and the arts	Desirable	Interview
<b>Skills and Abilities</b>	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
	Financial processing skills	Essential	Application, Interview
<b>Personal Qualities</b>	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
<b>Special Requirements</b>	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 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

<b>Contract:</b>	Full-Time, permanent subject to a 6-month probationary period.
<b>Hours:</b>	35 hours per week, flexible working may be required including weekends and evenings.
<b>Location:</b>	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).
<b>Salary:</b>	The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 4, Incremental Points 11 – 15, £25,154-£27,101p.a., inclusive of a London Weighting Allowance of £3,957 p.a. Salaries are paid on the last working day of the month into bank or building society accounts.
<b>Holidays:</b>	25 days, in addition to Statutory, Bank and Public Holidays.
<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. The Conservatoire pays the Employer's contribution currently at the rate of 21.1% of pensionable salary.
<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.
<b>Cycle to Work:</b>	A cycle to work scheme is operated
<b>Give as you earn:</b>	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 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)