

TRINITY LABAN

**CENTRE FOR ADVANCED TRAINING
IN DANCE PROGRAMME
COORDINATOR
Children and Young People's Dance
Programmes**

FULL TIME, PERMANENT

TRINITY LABAN

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PROGRAMME COORDINATOR

CENTRE FOR ADVANCED TRAINING in DANCE

Contract: Full-time, Permanent

Salary: £29,293 - £32,914 p.a. (Including LWA), pay award in progress

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 Centre for Advanced Training in Dance Programme (CAT).

You will assist with the planning, administration and delivery of this outward facing programme of high-quality dance training for young people. The role includes coordinating the operational delivery of regular term-time dance training for 12-18 Year Olds, performances, and events, working with young people, families, artists, assistants and office staff. The role includes computer-based administrative tasks such as managing data and reporting, maintaining databases, timetabling, website updates, financial processing.

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 and a strong interest in working with young people.

The role requires the ability to take initiative, a pro-active approach to problem solving, strong attention to detail, 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.

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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 3 November 2024, (No Agencies)

Interview Date: Thursday 14 November 2024

For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, Talent Resourcing and Organisational Development 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.

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Job Description

Post:	Programme Coordinator
Department:	Children and Young People's Dance Programmes
Reporting to:	CAT Programme Manager
Grade:	Grade (5)
Contract:	Full-Time, permanent

Purpose of the Role

- Provide organisational support within the Children and Young People's Dance Programme for the Centre for Advanced Training (CAT)
- Work in close collaboration with the CAT Programme Manager to coordinate and assist with the day to day planning, administration and operational delivery of the CAT Programme
- Support the Projects Manager in the organisation of CAT recruitment activities including outreach work with schools and community groups
- Maintain effective administrative and financial systems to ensure good record keeping and coordination of CAT Programme activities
- Be the first point of contact for enquiries and information concerning the CAT Programme

Main Duties

1. Co-ordinating and supporting the day to day planning, administration and delivery of the Centre for Advanced Training (CAT) both at the Laban Building and occasionally in off-site settings.
2. Supporting the CAT Programme Manager, with general computer based administrative tasks including website updates, data entry, registers, scheduling, maintaining databases, and student records.

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3. Assisting in the organisation of recruitment activities such as open days and auditions, and working with the Projects Manager in delivering outreach work with schools and community groups.
4. Supporting the Lead CAT Dance Teacher and other CAT teaching staff in administrative and organisational tasks related to student activities and curriculum.
5. Administering financial systems in liaison with the Finance Department including processing of CAT student travel and expenses claims, and supporting bursary administration processes.
6. Supporting the CAT Programme Manager in the recruitment and supervision of Student Assistants, delegating tasks to them as appropriate.
7. Being the first point of contact for enquiries and information concerning the CAT Programme, including regular communication with staff members, students and parents/carers. Helping to inform, develop and maintain a high-quality participant and customer experience.
8. Providing pastoral support for young dancers when appropriate and required, including First Aid and Youth Mental Health First Aid (training provided)
9. Liaising closely with the wider Children and Young People's Dance Programmes team to ensure cohesive administrative systems, programming, planning and delivery of all our activities.
10. Assisting in the monitoring and evaluation of the CAT Programme, including maintaining monitoring database.
11. Carrying out any other duties which might reasonably be requested by the Head of Children and Young People's Dance Programmes.
12. 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

Other

- Contribute to wider Children and Young Peoples' Dance and Public Engagement activities and events where appropriate
- Take responsibility and participate in staff development for personal professional development and keeping up to date with TL policies.

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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 Conservatoire wherever possible.

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.

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.

If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker route.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.

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>

Please note that Trinity Laban has a no smoking policy on its premises.

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PROGRAMME COORDINATOR CENTRE FOR ADVANCED TRAINING IN DANCE 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 young people	Essential	Application/ Interview
	Experience of supervising assistants/volunteers/ others	Desirable	Application/interview
Knowledge or Understanding	Good knowledge and interest in dance	Essential	Application/ Interview
	Some understanding of dance in school settings and the way schools work	Desirable	Application/Interview
	Understanding of equal opportunities and commitment to widening participation in dance	Desirable	Interview
	Understanding of high-quality 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	Interview 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 and proactively problem solve	Essential	Interview
	Strong MS Office skills(inc Word, Outlook, Excel, etc)	Essential	Interview Task
	Ability to build positive relationships and communicate with children and young people, parents/carers, staff, professionals, external partners and members of the public	Essential	Interview
	Excellent verbal and written communication	Essential	Interview

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	skills and ability to respond empathetically, calmly and diplomatically in challenging situations		
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 in term time (approx. 34 a year) and regular evenings	Essential	
	An enhanced Disclosure and Barring Service check will be required	Essential	

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.

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CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full Time, permanent subject to a 6-month probationary period.
Hours:	35 hours per week, over 5 days, including Saturdays 09:30-18:00. Working every Saturday, during term time. Working Tuesdays 12.15- 20.15, during term time. There is greater flexibility about working days out of term time.
Location:	You will be required to work in all sites on occasion across the Institution.
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £ 29,293 - £ 32,914 p.a., inclusive of a London Weighting Allowance of £4,155 p.a. (Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days, in addition to Statutory, Bank and Public Holidays
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 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.
Learning & Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library (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.

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- Classes: Free yoga and Pilates classes as well as 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 ABOUT TRINITY LABAN

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 www.trinitylaban.ac.uk