

TRINITY LABAN

PROJECT MANAGER
Children and Young People's Dance
Programmes (Maternity cover)

FULL TIME, FIXED TERM

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PROJECT MANAGER

CHILDREN AND YOUNG PEOPLE'S DANCE PROGRAMMES (MATERNITY COVER)

Contract: Full-time, Fixed Term

Salary: £35,064 - £41,433 (Including LWA)

Trinity Laban 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 management of our programmes for children and young people.

You will be responsible for managing our programme of 21 Creative Dance Classes, 10 Youth Dance Classes, our provision for disabled dancers, and our Youth Dance Company. You will manage regular theatre performances for these groups as well as producing the U.Dance London Regional Platform. We are seeking a skilled and knowledgeable manager with excellent organisational and administrative skills, a real interest and passion for dance, and enthusiasm for working with young people, parents/carers and Dance Artists and commitment to widening participation in the art form.

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 data handling. Flexible working will be required with regular Saturday, and occasional evening, working during term time. A Disclosure and Barring Service check (DBS) 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.

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 9 February 2025, (No Agencies)

Interview Date: Wednesday 26 February 2025

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For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, 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:	Project Manager (Children & Young People's Dance Programmes) Maternity cover
Department:	Children and Young People's Dance Programmes
Reporting to:	Head of Children and Young People's Dance Programmes
Grade:	6
Contract:	Full-Time, fixed term, maternity cover

Purpose of the Role

The Projects Manager will be responsible for the overall administration, co-ordination and management of designated projects and activities within the Children and Young People's Dance Programmes. This includes the Creative Dance Class and Youth Dance Class Programmes, Youth Dance Company and related performances, projects and events.

The Projects Manager will work closely with all members of the team and line manage the Programme Coordinator and support the Graduate Intern. Flexible working will be required with frequent evening and week-end work.

Main Duties

1. Be responsible for the overall planning, administration, co-ordination and management, of designated projects and activities within the Children and Young People's Dance Programmes. This includes the Creative Dance Class and Youth Dance Class Programmes, Youth Dance Company, U.Dance London Regional Platform, performances, projects and events.
2. To work closely with all members of the team to ensure cohesive administrative systems, programming, planning, delivery and evaluation of Children and Young People's Dance activities.

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3. Be responsible for and line manage Hourly Paid Teaching staff working on designated activities and the Programme Coordinator.
4. Be responsible for the financial management of designated projects and activities including financial controls and day to day financial administration, and working with the Head of Department to set budgets for designated activities.
5. To administer financial systems for the Children and Young People's Dance Programmes cost centre in liaison with the Finance Department.
6. Work effectively with Trinity Laban's "enabling" departments, Finance, Scheduling, Brand and Communications, Events, Theatre and Production to deliver high quality programmes.
7. To plan and manage communications for Children and Young People's Dance activities as related to designated areas of work, including web-site, social media and the production and distribution of publicity materials, in liaison with the Brand and Communications Department.
8. To be responsible for the monitoring and evaluation of designated Children and Young People's Dance activities.
9. To work and liaise with Trinity Laban partners, schools, community/voluntary groups and arts and education agencies both locally and nationally as required
10. To work with the Development Department in fundraising for designated activities.
11. To work with the wider Children and Young People's Dance Programmes team on the strategic development of its activities.
12. Work with the Children and Young People's Music Programme team as required to promote and develop cross Trinity Laban collaborative activities including links with the HE programmes.
13. To deputise when necessary for Programme Manager (CAT) and Head of Children and Young People's Dance as appropriate to the role's areas of responsibility. Carrying out any other duties which might reasonably be requested by the Head of department.
14. Ensure that all aspects of Trinity Laban's Children and Young People's Dance work is inclusive and offers equality of opportunity to participants.

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15. To be familiar with and operate within all Trinity Laban policies, rules and regulations, including those relating to health and safety, equality and diversity and safeguarding.

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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PROJECT MANAGER

Children and Young People's Dance Programmes (Maternity Cover)

PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	First Degree in Dance/Performing Arts or equivalent qualification	Essential	Application
Experience	Substantial experience of dance/arts project management, organising and delivering successful dance, arts education or community dance programmes, including performances	Essential	Application & Interview
	Experience of working with young people	Essential	Application & Interview
	Experience of managing/ supervising others	Desirable	Application & Interview
Knowledge or Understanding	Excellent knowledge and interest in contemporary dance, other dance forms and the wider professional dance sector.	Essential	Application & Interview
	Good understanding of high-quality teaching and learning, and the ability to evaluate and support dance artists and practitioners teaching young people.	Essential	Application & Interview
	Understanding of principles of inclusion, access and equality of opportunity in relation to dance and its role within education, community and training sectors.	Essential	Interview
	Understanding of issues relating to safeguarding, child protection, confidentiality, data protection and recording and storing of information.	Essential	Interview
Skills and Abilities	Excellent organisational skills	Essential	Interview & Task
	Sound IT skills including the ability to use databases and spreadsheets to manage projects of scale	Essential	Interview & Task
	Excellent interpersonal skills with the ability to form positive relationships with professionals, young people and their parents/carers	Essential	Interview
	Excellent verbal and written communication skills and ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
	Ability to lead and work as part of teams	Essential	Interview

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	Able to use own initiative and work efficiently and effectively under pressure to meet deadlines	Essential	Interview
Personal Qualities	A flexible, autonomous and conscientious approach to work	Essential	Interview
	An approachable manner and the capacity to relate to people of different backgrounds and experience	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, Fixed - term, Maternity Cover subject to a 6-month probationary period.
Hours:	35 hours per week, over 5 days, including Saturdays 08:00-15:30. Working every Saturday, during term time. Working some evenings to oversee Youth Dance Classes. 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 6, Incremental Points Incremental Points 22 - 29, £35,064 - £41,433 p.a., inclusive of a London Weighting Allowance of £4,259 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.

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To find out more, visit www.trinitylaban.ac.uk