

TRINITY LABAN

Interim Head of Student Recruitment and International Relations (mat cover) Full-Time, 12-month maternity cover

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Interim Head of Student Recruitment and International Relations (mat cover)

Contract: Full-Time, 12-month maternity cover

Salary: £50,994 - £60,014 (Including LWA)

Trinity Laban strives to achieve excellence beyond tradition, creating a home for performing artists in which boundaries are pushed, collaborations are key, and artistic pioneers are made. We are a world-leading home for students from all backgrounds with a programme of activity that reaches out to all sections of society, centering the performing arts as a force for cultural and social progress.

We're looking to fill a 12-month maternity role as Head of Student Recruitment and International Relations, to take the lead in encouraging outstanding creative artists from around the world to join us too. Could that be you?

If so, you will lead delivery of student recruitment activity for the academic year 2025/2026 and into the following academic year, to meet recruitment targets from the UK and overseas for a full suite of higher education programmes in music, musical theatre and dance.

You will coordinate recruitment activities across UK and International markets, attend conferences and educational events, manage our agent network and hold presentations and seminars. You will lead the institutional partnerships strategy, maintaining strong relationships with schools, universities and conservatoires around the world, as well as oversight of new ones, with a particular focus on planned TNE partnerships in China.

You will work closely with academic staff from across our art forms, which are stuffed full of friendly, passionate, hard-working, talented teachers, academics and administrators. You will never be bored, and you will enjoy working within one of the most diverse and vibrant educational and cultural organisations on the planet. Our campus sites include the Old Royal Naval College at Greenwich and the Stirling Prize award-winning Laban Building.

To join our team, you should be educated to degree level and have previously held a similar role either in a higher education or similar environment. You will be experienced in international recruitment practices including international partnership working. The ability to work collaboratively with colleagues and to build relations across diverse markets will be essential. Experience and knowledge of music and/or dance and/or working in an HE environment would be desirable.

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

Closing Date: 23:59 hours BST, 21st July 2025 (No Agencies)

Interview Date: 30th July 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.

JOB DESCRIPTION

Post: Head of Student Recruitment and International Relations (SRIR), maternity cover

Department: Corporate Affairs

Reporting to: Director of Corporate Affairs

Grade: Grade 8

Contract: 12 months fixed term from November 2025

*The Team: Student Recruitment and International Relations Manager x2
Student Recruitment and International Relations Officer x 2
Music Outreach Manager*

Purpose of role

The postholder will be working to a well-formulated operational plan across UK and overseas markets. In addition, specific TNE partnerships in China are expected to progress during the year and the postholder will have a lead role in the development and delivery of these projects working with colleagues and with external advisors. The following tasks provide a general overview of the activities to be undertaken.

JOB SUMMARY

This is a head of service role, leading a specialist department and reporting directly to the Director of Corporate Affairs who is a member of the senior executive team. The role manages a team of five responsible for recruitment of students from all markets onto Trinity Laban's suite of Higher Education and other programmes.

The mainstay of the work is to deliver country operational plans working in line with the Student Recruitment and International Relations Strategy. The post holder will work closely with senior academic leaders as well as colleagues from other departments including Marketing and Communications, Registry and Alumni Relations.

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The role has a leading role in our overseas partnership strategy ensuring close relationships with our partner network around the world and bolstering our reputation as a world leading specialist arts institution. A key project during the year will be development of China partnerships and a proposed Joint Educational Institute.

The postholder oversees the work of our regional managers for Asia, Europe, North America and the UK, as well as personal delivery of activity in some international markets. This may be dependent on experience but is likely to include work in India and supporting the relationship with our Honorary President AR Rahman.

The post holder will need to work closely with Registry and Student Services to encourage a timely, efficient, customer-centric approach to the student application process as well as with the alumni relations team as needed. The position requires frequent liaison with members of the Executive team and faculty staff, and a close working relationship with the Head of Brand and Communications will be essential.

The successful applicant must be prepared to travel in short bursts throughout the year to deliver promotional and recruitment activity, cumulatively spending between 8 to 12 weeks away from the London campus.

Strategic Relationships and Partnerships

- *Deliver the agreed institutional recruitment strategy for the successful recruitment of students from the EU/UK and Overseas.*
- *Lead the team to develop and deliver operational country plans to engage strategically with priority markets.*
- *Develop and maintain mutually beneficial relationships with partner institutions and feeder institutions.*
- *Develop strategic TNE opportunities with key partners as required, including a proposed JEI in China.*
- *Maintain and develop strong relationships with educational agents and ensure that Trinity Laban is compliant with the AQF and any other relevant regulations.*
- *Where appropriate, identify, maintain and develop relationships with key bodies including embassies and government agencies.*

Data and Reporting

- *Work closely with the Data and Business Insights Manager to create specific management information reports to inform strategic decision making.*

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- *Closely monitor Trinity Laban's progress against agreed UK and International recruitment targets, identifying and managing risks as appropriate.*
- *Report on activity, opportunities and risk to the Director of Corporate Affairs, and prepare reports for the senior team and the Board of Governors.*

Promotion and marketing

- *Coordinate the work of the SRIR team to target and organise promotional opportunities in the UK and overseas, including:*
 - *attendance at education fairs and exhibitions*
 - *presentations to Schools, Colleges, Conservatoires and Universities*
 - *information sessions for students and their parents*
 - *International auditions, workshops and masterclasses*
- *Support the Music Outreach Manager to deliver a targeted programme of music outreach activity for talented young musicians to support progression to Trinity Laban, working closely with the CYP Music team*
 - *Support SRIR team members to deliver the strategic programme of dance outreach activity, targeting talented young dancer and supporting them to progress to Trinity Laban, working closely with the CYP Dance team*
- *Work closely with the Brand and Communications team to deliver the student recruitment marketing strategy in the UK and overseas, through digital and print advertising and other means.*
- *Lead the team to provide direct programme counselling to prospective students, developing a personalised IAG service .*
- *Ensure the selection and training of Trinity Laban's educational agents meets compliance requirements for relevant regulations and best practice guidance.*
- *Work with the Brand and Communications team to effectively position Trinity Laban's HE music and dance programmes as market leaders for the UK and to ensure high quality recruitment materials are prepared in a timely manner.*
- *Consistently communicate the Trinity Laban brand to all stakeholders within each market.*

Research and Planning

- *Undertake market research or benchmarking as needed.*
- *Work with the Head of Brand and Communications to implement marketing plans and strategies for domestic and international recruitment.*

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Partnerships

- *Convene and chair the Partnerships Steering Group and take a leading role in TNE opportunities.*
- *Work with the Deputy Registrar to ensure new academic partnerships are developed in accordance with regulations.*

Financial

- *Manage the annual UK, EU and International Student Recruitment budget*
- *Track activity against institutional financial goals.*
- *Work with colleagues in Registry to ensure timely and accurate submission of management reports on student numbers.*

Employee relationships

- *Manage the SRIR team and promote a healthy team culture and opportunities for staff development*
- *Maintain good relationships with Faculties and other central departments.*
- *Work closely with Head of Brand and Communications, Artistic Leadership team, Alumni Relations and Registry regarding strategies for recruitment.*
- *Work closely with Registry and Student Services in order to ensure the smooth transition of UK and international students from application to enrolment and beyond.*

Knowledge and expertise

- *Expertise in international markets for student recruitment.*
- *Strong communication and relationship building skills.*
- *Knowledge of sales/promotional techniques and brand positioning.*
- *Knowledge of a modern foreign language is desirable*
- *Experience of working with a CRM for prospective student communications*

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.*

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.

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Head of Student Recruitment and International Relations (maternity cover)

Person Specification

<i>Criteria</i>	<i>Specification</i>	<i>E/D</i>	<i>Measured By</i>
<i>Education/Qualifications</i>	<i>Good academic record up to completed first degree, or equivalent</i>	<i>Essential</i>	<i>Application</i>
	<i>Appropriate professional qualifications / training</i>	<i>Desirable</i>	<i>Interview</i>
	<i>Significant experience in a relevant previous role in HE student recruitment</i>	<i>Essential</i>	<i>Application, Interview</i>
	<i>Experience of travelling overseas for recruitment initiatives, and managing complex itineraries</i>	<i>Essential</i>	<i>Application, Interview</i>
	<i>Developing and implementing recruitment strategies and plans</i>	<i>Essential</i>	<i>Application, Interview</i>
<i>Experience</i>	<i>Building up and effectively maintaining strategic relationships to support recruitment initiatives</i>	<i>Essential</i>	<i>Application, Interview</i>
	<i>Significant Knowledge of Higher Education, including key sector-wide developments</i>	<i>Essential</i>	<i>Application, Interview</i>
	<i>Previous role in Arts Education environment</i>	<i>Desirable</i>	<i>Application, Interview</i>
	<i>Experience of developing and delivering successful TNE partnerships</i>	<i>Desirable</i>	<i>Interview</i>
	<i>Music and dance industry</i>	<i>Desirable</i>	<i>Interview</i>
	<i>CRM experience</i>	<i>Essential</i>	<i>Application, Interview</i>
<i>Knowledge or Understanding</i>	<i>Research techniques</i>	<i>Essential</i>	<i>Application</i>
	<i>Foreign language</i>	<i>Desirable</i>	<i>Interview</i>
	<i>Knowledge of the higher education sector</i>	<i>Essential</i>	<i>Application. Interview</i>
	<i>Excellent planning, organisational and project management skills</i>	<i>Essential</i>	<i>Application. Interview</i>
<i>Skills and Abilities</i>	<i>Excellent written communication skills</i>	<i>Essential</i>	<i>Application. Interview</i>

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	<i>Excellent interpersonal skills, including oral communication, presentation and networking</i>	<i>Essential</i>	<i>Application. Interview</i>
	<i>Computer literacy, MS Office Suite</i>		<i>Application. Interview</i>
	<i>Strong negotiation and diplomacy skills</i>		<i>Application. Interview</i>
	<i>Driven, results-orientated and a focused nature</i>		<i>Application. Interview</i>
	<i>Enjoys collaborative working</i>		<i>Application. Interview</i>
Personal Qualities	<i>Experienced traveller</i>	<i>Essential</i>	<i>Application. Interview</i>
	<i>Ability to prioritise a demanding workload and meet strict deadlines</i>	<i>Essential</i>	<i>Application. Interview</i>
	<i>Culturally sensitive</i>	<i>Essential</i>	<i>Interview</i>
Special Working Requirements	<i>Willingness to travel abroad</i>	<i>Essential</i>	<i>Interview</i>

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 & Staff Benefits

Contract: Fixed term (maternity cover) - full-time, subject to a 6-month probationary period.

Hours: Normal working hours are 35 hours per week (with a daily lunch break of one hour) usually from 9.00 am – 5.00 pm Monday to Friday.

Location: You will be required to work on all sites across the Institution. This is a hybrid role with an expectation of at least 50% of the time spent in the office. However, due to the nature of the role, a flexible working pattern is required, and it is difficult to have fixed working from home days, due to the need to be on site for meetings and events.

Salary: The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 8, **£50,994 - £60,014** 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.

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<i>Holidays:</i>	<i>25 days, in addition to Statutory, Bank and Public Holidays.</i>
<i>Sick Pay:</i>	<i>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.</i>
<i>Pension Scheme:</i>	<i>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.</i>
<i>Staff Development:</i>	<i>A range of Staff Development opportunities are available.</i>
<i>Library:</i>	<i>The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.</i>
<i>Car Parking:</i>	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
<i>Cafeteria:</i>	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
<i>Events:</i>	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
<i>Classes:</i>	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>
<i>Eye Care:</i>	<i>Vouchers for eye tests are available for VDU users.</i>
<i>Health:</i>	<i>Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.</i>
<i>Cycle to Work:</i>	<i>A cycle to work scheme is operated</i>
<i>Give as you earn:</i>	<i>A give as you earn scheme is operated.</i>

Information on 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-

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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 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