

TRINITY LABAN

PROJECT MANAGER (INTERNATIONAL PARTNERSHIPS)

Full-time, fixed term (18 months)

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PROJECT MANAGER (INTERNATIONAL PARTNERSHIPS)

Contract: Full-time, fixed term (18 months)

Salary: Grade 7, £43,103-£50,368 p.a. Including LWA

Trinity Laban Conservatoire of Music and Dance is one of the world's leading conservatoires, renowned for its forward focus and innovative programmes. We don't just train our graduates for a career in dance or music – we inspire them to define their art forms.

We are seeking an experienced Project Manager to join the Student Recruitment and International Relations team to lead on the coordination and development of the newly approved Joint Education Institute (JEI) with Beijing Dance Academy (BDA) in China. This is an exciting opportunity to play a central role in delivering a major strategic initiative for Trinity Laban, with the first set of pilot programmes scheduled to launch in September 2027.

Reporting to the Head of Student Recruitment and International Relations, the main remit of the post is to ensure successful planning and development of the JEI project. This will include supporting curriculum development and programme organisation, managing operational planning and compliance across quality assurance, finance, legal and People & OD areas, and providing specialist support to colleagues at both Trinity Laban and BDA. The postholder will bring strong project management expertise, a high level of cultural awareness and the ability to proactively problem-solve to ensure effective and timely delivery.

You will work closely with colleagues in Corporate Affairs, Registry, Artistic Management, Finance, People & OD and other services across Trinity Laban. You will also build excellent working relationships and collaborate extensively with colleagues at BDA and other external stakeholders to develop a mutually beneficial partnership and ensure successful delivery of the JEI project. Responsibilities will include delivering day-to-day project administration, coordinating and supporting project working groups, producing project documentation, and identifying and mitigating project risks. You will contribute to programme development and support the Deputy Director and the Associate Director (Dance) with validation and governance processes, and act as a secretary to relevant committees and advisory groups.

Educated to degree level, you will be experienced in carrying out international projects or programme management/ administration role in higher education, along with strong understanding of UK-China partnership development within higher education. Excellent communication skills are essential, as is the ability to represent the Conservatoire confidently to a wide range of stakeholders, including senior leaders and government or embassy officials. Ability to communicate in Mandarin would be highly desirable. Please note that the role will involve significant international travel.

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

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Closing Date: Wednesday 4 February 2026, at 23:59 hours GMT (No Agencies)

Interview Date: 1st round on Wednesday 18 February, (may be subject to change)

2nd round on Tuesday 24 February, (may be subject to change)

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: Project Manager (International Partnerships)

Department: Corporate Affairs

Reporting to: Head of Student Recruitment and International Relations

Grade: Grade 7

Contract: Full-Time, Fixed term (18 months)

PURPOSE OF ROLE:

Main duties

- *Manage the planning, administration and development of the JEI project, coordinating all areas related to curriculum development, operational planning and compliance across quality assurance, finance, legal and People & OD.*
- *Work with key stakeholders at Trinity Laban, BDA and other relevant parties to identify operational requirements for the JEI, ensuring all functions are aligned with Trinity Laban policies and procedures.*
- *Develop and implement specified project and operational plans and timelines for curriculum development, quality assurance, finance, legal and People & OD, ensuring milestones are monitored and achieved, and supporting the successful launch and ongoing delivery of the JEI.*
- *Develop and maintain standard operating procedures and guidance documentation, ensuring process consistency, service continuity and clear and effective communication with all stakeholders.*
- *Work with key stakeholders at Trinity Laban and BDA (such as Registry, Finance, People & OD, Academic departments) to ensure all JEI activity complies with relevant UK and Chinese regulatory requirements, reporting any compliance issues to senior management.*
- *Work with the Head of Student Recruitment and International Relations, Registry, Artistic*

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Management Team and other relevant governance groups to gather, analyse and present data on JEI progress, providing specialist guidance to inform ongoing development and strategic decision-making.

- *Monitor and manage JEI project risks and dependencies, ensuring appropriate mitigation plans are in place and escalated when required.*
- *Coordinate the appointment and onboarding of existing and new consultant appointments relating to the JEI project.*
- *Working with the Director of Finance and Estates and the Head of Student Recruitment and International Relations, coordinate and monitor the JEI budget, including financial forecasting and day to day financial administration, liaising with Finance, People & OD and other relevant teams as required.*
- *Coordinate and service all committees, working groups, meetings and interest groups related to the JEI project.*
- *Working closely with the Project Board, maintain accurate records demonstrating JEI compliance with all academic policies and procedures.*
- *Produce management reports, briefing papers and presentations on the JEI project as required, and support the monitoring and evaluation of the JEI's effectiveness, including opportunities for continuous improvement.*
- *Working closely with the Project Board, ensure all JEI project activities are delivered on time, within scope and within budget.*
- *Working with the Brand and Communications team and BDA, contribute to effective coordination of communications for the JEI project.*
- *Act as a first point of contact for institutional partners and other stakeholders involved in the JEI project and other international partnerships, providing an excellent level of customer service.*
- *Coordinate the administration of incoming and outgoing visits for delegations of staff and/or students from BDA, and other relevant international partners or embassies, including managing travel arrangements where appropriate.*
- *Contribute to the development of Trinity Laban's wider international partnership activity, sharing learnings from the JEI project.*

Relationships

- *Identify, develop and manage successful working relationships with a wide range of stakeholders related to the JEI project, providing specialist advice and training where required.*
- *Build strong internal relationships with colleagues across Corporate Affairs, Registry, Artistic Management Team, Academic departments, Finance, Student Services, People & OD and Admissions to ensure effective delivery of JEI activities.*

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- Facilitate effective cross-cultural communication between Trinity Laban and BDA teams, anticipating and helping resolve cultural or operational differences.

Other

- Undertake such other reasonable responsibilities and tasks which may, from time to time, be assigned by the Head of Student Recruitment and International Relations.
- Be prepared to work outside normal working hours, including evening / weekend work and extended travel for which time off in lieu will be given.
- The post holder be able and prepared to undertake travel in the UK and overseas (up to 10 weeks overseas per annum).

The Postholder must:

- Be committed to Trinity Laban's institutional policies .
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the instructional portfolio of programme offerings and the Conservatoire wherever possible.

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 of 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/>.

All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

Trinity Laban has a no smoking policy on its premises.

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Project Manager (International Partnerships) Person Specification

Criteria	Specification	E/D	Measured By
<i>Education/ Qualifications</i>	<i>A first degree and / or relevant experience</i>	<i>Desirable</i>	<i>Application</i>
	<i>A professional qualification in project management or equivalent</i>	<i>Essential</i>	<i>Application</i>
<i>Experience</i>	<i>Experience within the higher education environment, including experience of international partnership/ TNE development in China</i>	<i>Essential</i>	<i>Application/ Presentation/ Interview</i>
	<i>Experience of managing significant and operationally complex projects, ideally within international context</i>	<i>Essential</i>	<i>Application/ Interview</i>
	<i>Experience of managing or monitoring a budget or other resources</i>	<i>Essential</i>	<i>Application/ Interview</i>
	<i>Experience of planning, organising and prioritising own work and work of colleagues involved in the project, ensuring objectives are met</i>	<i>Essential</i>	<i>Application/ Interview</i>
<i>Knowledge or Understanding</i>	<i>An understanding of the principles of Equality, Diversity & Inclusion</i>	<i>Essential</i>	<i>Interview</i>
	<i>A good knowledge of Transnational Education (TNE) partnership process for UK-China partnerships</i>	<i>Essential</i>	<i>Application/ Presentation/ Interview</i>
	<i>High levels of diplomacy and sensitivity to cultural issues relating to international liaison work</i>	<i>Essential</i>	<i>Interview</i>
	<i>Fluent in written and spoken Mandarin</i>	<i>Desirable</i>	<i>Application</i>
<i>Skills and Abilities</i>	<i>Excellent interpersonal and internal/ external relationship building skills and an ability to communicate with and convey complex information to people from different cultures and backgrounds</i>	<i>Essential</i>	<i>Interview</i>
	<i>Able to use own initiative and work efficiently and effectively under pressure to meet deadlines</i>	<i>Essential</i>	<i>Application/ Interview</i>
	<i>Excellent oral and written communication skills including drafting reports, guidelines and governance group meeting minutes</i>	<i>Essential</i>	<i>Application/ Interview</i>
	<i>Excellent IT skills and ability to compile and present data and reports</i>	<i>Essential</i>	<i>Application/ Interview</i>

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<i>Personal Qualities</i>	<i>Interest in the creative performing arts, particularly music, musical theatre and contemporary dance</i>	<i>Desirable</i>	<i>Application</i>
	<i>An adaptable and conscientious approach to work</i>	<i>Desirable</i>	<i>Interview</i>
	<i>Commitment to continuing service quality improvement</i>	<i>Essential</i>	<i>Interview</i>
	<i>Proactively involved in collaborative decision-making affecting project work</i>	<i>Essential</i>	<i>Interview</i>
<i>Special Working Requirements</i>	<i>Be prepared to work outside normal working hours, including evening/weekend work and extended travel.</i>	<i>Essential</i>	<i>Interview</i>
	<i>The post holder must be able and prepared to undertake regular travel internationally.</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.

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Conditions of Service Summary & Staff Benefits

Contract: *Full-Time, 18 month fixed term contract, subject to a 6-month probationary period.*

Hours: *35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Evening and weekend working will be required during busy periods, for which time off in lieu will be given.*

Location: *You will be based at the King Charles Court, Old Royal Naval college but may also be required to work at the Laban building, Creekside.*

Salary: *Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 - 36, £43,103 - £50,368 p.a. inclusive of a London Weighting Allowance of £4,379 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.*

Staff Development: *A range of Staff Development opportunities are available.*

Library: *The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.*

Car Parking: *A limited number of parking spaces are available at the Old Royal Naval College and 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.*

Classes: *Free weekly staff Pilates class as well as reduced rates and 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.*

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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

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 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