

TRINITY LABAN

Operations Manager – Junior Trinity Full-time, Permanent

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Operations Manager – Junior Trinity

Contract: Full time, Permanent

Salary: £43,103- £50,368 p.a. (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.

We invite applications for the post of Junior Trinity Operations Manager in our thriving department located at King Charles Court in the Old Royal Naval College, Greenwich.

From 3-year-olds through to university and conservatoire entrance, our aim is to encourage a lifelong passion for music and to give our students the opportunities to develop their maximum potential.

The Department performs in some of London's most prestigious concert venues including LSO St Luke's, Blackheath Halls and Cadogan Hall, and participates in collaborative music and dance projects. We are the only London Conservatoire which offers GCSE Music and A level Music and Music Technology courses, together with our dynamic distance-learning programme.

Leading the operational delivery of Junior Trinity, this key role supports the Head of Junior Trinity/Head of Children's and Young People's Music Programmes in all areas of scheduling and timetabling, concert and event planning, student and staff recruitment, the development of initiatives and partnerships at Trinity Laban and externally, and a wide range of other practical issues. S/he will also be a Designated Safeguarding Officer.

Educated to degree-level, you will have strong and extensive music &/or education administrative experience (including team, budget and project management), outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload.

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.

Closing Date: 23:59 hours BST, Monday 4th May 2026, (No Agencies)

Interview Date: Wednesday 13th May 2026

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

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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:	<i>Operations Manager</i>
Department:	<i>Junior Trinity</i>
Reporting to:	<i>Associate Director Music in the Interim</i>
Grade:	<i>Grade 7</i>
Contract:	<i>Full time, Permanent</i>

PURPOSE OF ROLE

Leading the operational management of Junior Trinity, this key role supports the Head of Junior Trinity, Children and Young People's Programmes in all areas of scheduling and timetabling, concert and event planning, student and staff recruitment, the development of initiatives and partnerships at Trinity Laban and externally, and a wide range of other practical issues. They will also be a Designated Safeguarding Officer, jointly responsible for the pastoral care for children and young people in the department with other DSOs and working to Head of Junior Trinity, Children and Young People's Programmes, lead DSO for the department.

The post holder will line manage the team of part-time Saturday Assistants (usually senior Trinity Laban students) in their responsibilities during teaching on a Saturday and at external concerts and events.

The Junior Trinity Operations Manager reports directly to the Head of Junior Trinity, Children and Young People's Programmes, who is responsible for the strategic direction, curriculum development, overall programming and management of Junior Trinity.

Main duties

- 1. To take responsibility for ensuring the timetable is created efficiently in the timetabling system, in collaboration with the Head of Department, Lead Tutors and other administration staff, inputting student allocations to teachers, classes and ensembles as directed by the Head of Department.*
- 2. To coordinate the Junior Trinity Administration team, meeting with team members and*

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ensuring that good standards of operation and communications are being achieved in the office, on Saturdays in term-time and for external Junior Trinity events.

3. To take overview and contribute to the efficient annual scheduling of all Junior Trinity regular teaching, exams and concert activities, in conjunction with the Head of Junior Trinity, Children and Young People's Programmes, and in liaison with the String Time and GCSE & A Level Programme Managers as appropriate.

4. To oversee effective, accurate and efficient systems for the Junior Trinity database, room bookings, the compilation and completion of student registers, and the provision of sheet music and instruments as appropriate.

5. To lead on all operational aspects of concert planning and management including venue liaison, programme preparation and publicity, music hire, stage management and event staffing, delegating tasks to team members and freelance staff.

6. To work with the Head of Junior Trinity, Children and Young People's Programmes and with other Trinity Laban departments and external organisations on collaborative projects and events.

7. To help ensure departmental compliance with Home Office requirements relating to safeguarding, at all times ensuring that all Junior Trinity staff (including deputies) have up-to-date enhanced DBS disclosures and that high standards of safeguarding and pastoral care are in place and monitored across the Junior Trinity education programmes and in relation to both internal and external events.

8. To support the Head of Junior Trinity, Children and Young People's Programmes in working with Trinity Laban's HR Department on recruitment, staff development, training and other statutory requirements for Junior Trinity administrative, teaching and operational staff.

9. To organise First Aid training, including Mental Health First Aid, for relevant Junior Trinity staff, in liaison with HR and Facilities Management, monitoring and ensuring implementation of relevant Health & Safety protocols and procedures as required.

10. To oversee the distribution of Junior Trinity publicity materials (including concert programmes, social media and web content) as required, liaising with colleagues in the marketing department in order to meet copy deadlines.

11. To work with Trinity Laban's Widening Participation Manager in liaising with schools, community and voluntary groups and other education agencies to share information about Junior Trinity programmes and facilitate recruitment.

12. To provide day to day management of operational elements of the Junior Trinity budget, and implement and manage efficient systems for student fees, invoicing and staff payroll in collaboration with the Junior Trinity Administrators and Trinity Laban

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Finance Department.

13. To support the work of the Head of Junior Trinity, Children and Young People's Programmes and the Trinity Laban Development Department in relation to fundraising initiatives such as concerts and events.

14. To provide data for funding bodies and partner organisations as required, including fulfilling the criteria for Department for Education Music and Dance Scheme and supporting the Head of Junior Trinity, Children and Young People's Programmes in supplying student references for trusts, foundations and individual donors as required.

15. To represent the Head of Junior Trinity, Children and Young People's Programmes at a range of internal and external meetings and events as required.

16. To participate in staff development as required by the Conservatoire.

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.

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Operations Manager – Junior Trinity Person Specification

Criteria	Specification	E/D	Measured By
Education/ Qualifications	<i>First degree in Music or equivalent</i>	<i>Essential</i>	<i>Application</i>
Experience	<i>Substantial experience of Music/Arts project management, organising and delivering successful Mance, Arts Education or community Music projects/activities</i>	<i>Essential</i>	<i>Application/Interview/Desk Task</i>
Knowledge or Understanding	<i>Excellent knowledge and interest in Music and the wider professional Music sector.</i>	<i>Essential</i>	<i>Application/Interview</i>
	<i>Good understanding and knowledge of school, youth and/or vocational Music training.</i>	<i>Essential</i>	<i>Application/Interview</i>
	<i>Good understanding of high-quality teaching and learning, and the ability to evaluate and support Music artists and practitioners teaching young people.</i>	<i>Essential</i>	<i>Application/Interview</i>
	<i>Understanding of principles of inclusion, access and equality of opportunity in relation to Music and its role within education, community and training sectors.</i>	<i>Essential</i>	<i>Application/Interview</i>
	<i>An awareness of issues relating to safeguarding child protection, confidentiality, data protection and recording and storing of information.</i>	<i>Essential</i>	<i>Application/Interview</i>
Skills and Abilities	<i>Excellent organisational skills</i>	<i>Essential</i>	<i>Interview/Desk task</i>
	<i>Strong written and verbal communication skills</i>	<i>Essential</i>	<i>Application/Desk task</i>
	<i>Ability to administer complex financial systems</i>	<i>Essential</i>	<i>Interview</i>
	<i>Sound IT skills including the ability to use databases and spreadsheets</i>	<i>Essential</i>	<i>Interview</i>
	<i>Excellent interpersonal skills with the</i>	<i>Essential</i>	<i>Interview</i>

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	<i>ability to form positive relationships with professionals, young people and their parents/carers</i>		
	<i>Ability to lead and work as part of teams</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>Interview</i>
Personal Qualities	<i>An approachable manner and the capacity to relate to people of different backgrounds and experience</i>	<i>Essential</i>	<i>Interview</i>
	<i>A commitment to applying principles of equality of opportunity in all professional activities</i>	<i>Essential</i>	<i>Interview</i>
	<i>An adaptable and conscientious approach to work</i>	<i>Essential</i>	<i>Interview</i>
	<i>Ability to respond empathetically, calmly and diplomatically in challenging situations</i>	<i>Essential</i>	<i>Interview</i>
	<i>Commitment to continuing service quality improvement</i>	<i>Essential</i>	<i>Interview</i>
Special Working Requirements	<i>Flexible working will be required including working every Saturday during term time and some evenings on occasion</i>	<i>Essential</i>	<i>Interview</i>
	<i>An enhanced Disclosure and Barring Service (DBS) check that shows you are not on the barred list of individuals who are unsuitable for working with children.</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, permanent, subject to a six-month probationary year probationary period.*
- Hours:** *35 hours per week. Flexible working hours, including regular evening and occasional weekend work is required.*
- Location:** *You will be based at the Faculty of Music's building, King Charles Court, Old Royal Naval College, Greenwich, but you may also be required to work at the Laban Building, Faculty of Dance.*
- Salary Scale:** *Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 – 36, £43,103- £50,368 p.a., inclusive of a London Weighting Allowance of £4,319 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.*
- Annual Leave:** *25 days in addition to Statutory, Bank and Public Holidays.*
- Pension Schemes:** *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.*
- 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.*
- Professional Development:** *Reduced rates access to most Adult & Children's Classes.*
- Car Parking:** *A limited number of parking spaces are available at both sites, subject to availability.*
- Cafeterias:** *Our recently refurbished Cafeterias on both sites serve a range of hot and cold meals plus drinks and snacks.*
- Events:** *There are a wide range of music and dance performances each week, most of which are free to members of staff.*

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- 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 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