

TRINITY LABAN

Programme Assistant and Administrator- Children and Young People's Dance Part-Time (0.8), Permanent

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Programme Assistant and Administrator- Children and Young People's Dance

Contract: Part time (0.8 FTE), Permanent

Salary: £28,534- £30,412 p.a. pro rata (Including LWA)

This post offers a well-rounded experience that develops both practical teaching and project management skills in Public Engagement, through action-based learning, mentoring, and skills building experiences.

The Programme Assistant and Administrator role combines practical teaching assistant supports the delivery and coordination of programmes for children, young people at Trinity Laban, locally, and across London. You will work in the studio and at the desk, undertaking work across many areas such as our youth dance programme, regional dance platforms, and activities that widen access and participation in the art form.

You should be able to demonstrate initiative and team working as well as the ability to work independently when necessary. You will be computer literate; able to undertake administrative tasks to support the programmes. You will have strong practical dance skills as well as excellent communication skills. You will have a willingness to learn; this role offers a unique safe space to grow your teaching practice working alongside highly experienced artists alongside developing your skills to coordinate dance programmes. You will have an enthusiasm for engaging all people through dance and find the combination of teaching and administration appealing at this stage in your professional journey.

Please note: This position involves working with children & young people and vulnerable adults therefore all appointments will be subject to an enhanced Disclosure & Barring Service check.

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.

Closing Date: 23:59 hours BST, Tuesday 16 June 2026 (No Agencies)

Interview Date: Monday 29 June 2026 (30 mins at various times online)

For any queries about this position that are not covered in the job pack, please email Katerina Filofofopoulou, 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 Assistant and Administrator
Department:	Children and Young People's Dance
Reporting to:	Programme Manager
Grade:	4
Contract:	Part time (0.8), Permanent

PURPOSE OF ROLE:

- Assist the Children and Young People's Dance team with the administration and operational delivery of a range of dance classes, projects and activities.
- First point of contact for participants and families.
- Practical teaching assisting with a range of groups including children and young people both at Trinity Laban buildings and in the local area.
- Support the planning, delivery and evaluation of a range of projects and activities, with specific responsibilities for the coordination of the Youth Dance Programme and Schools Programme.
- Work closely with all members of the Public Engagement teams and facilitating artists.

Main duties

1. Provide teaching assistance to Public Engagement artists in a range of classes, workshops and projects both at Trinity Laban and in local schools and community settings for children and young people.
2. Coordinate the Youth Dance Programme including; taking enquiries, processing finance and enrolment forms, maintaining registers, leading on communication with participants, maintaining waiting lists, liaising with participants and staff, and collecting monitoring and evaluation data.
3. Coordinate the Schools Programme; liaising with schools and artists, organising, monitoring and evaluating activities.
4. Provide coordination support for projects, performances, events, workshops and activities both at Trinity Laban and off-site settings that are produced by the Public Engagement teams.
4. Maintain essential communications, responding to general department email and telephone enquiries and act as a point of contact for external queries.
5. Compile data and documentation on evaluation and monitoring of Public Engagement

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work, as required by managers and funders.

6. Support and contribute to the marketing and social media activity for Public Engagement (Dance) activities.
7. Assist the Public Engagement (Dance) teams with general administrative tasks including data entry, correspondence and maintaining efficient working systems.
8. Assist in the monitoring and evaluation of Public Engagement (Dance) activities.
9. Attend team meetings, training sessions and other events

The Postholder must:

- *Be available to work evenings Monday- Wednesday in term time.*
- *Working hours typically 12.00-20.00 Monday, Tuesday, Wednesday. Thursday working 09.00-17.00.*
- *Be available to work occasional weekends as necessary to attend events and performances*
- *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.*

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/>.

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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Programme Assistant and Administrator- Children and Young People's Dance Person Specification

<i>Criteria</i>	<i>Specification</i>	<i>E/D</i>	<i>Measured By</i>
<i>Education / Qualifications</i>	<i>Degree in Dance or equivalent level training</i>	<i>Essential</i>	<i>Application</i>
<i>Experience</i>	<i>Experience teaching or assisting participatory dance activities</i>	<i>Essential</i>	<i>Application & Interview</i>
	<i>Experience of working with young people</i>	<i>Essential</i>	<i>Application & Interview</i>
	<i>Experience of administration</i>	<i>Essential</i>	<i>Application & Interview</i>
<i>Knowledge / Understanding</i>	<i>Interest in dance, education and widening participation in the art form</i>	<i>Essential</i>	<i>Interview</i>
	<i>A commitment to equal opportunities and diversity and the application of these to our work</i>	<i>Essential</i>	<i>Interview</i>
<i>Skills and Abilities</i>	<i>Strong MS Office skills (including Word, Outlook, Excel, etc)</i>	<i>Essential</i>	<i>Task</i>
	<i>Planning and organisational skills including the ability to prioritise a busy workload to meet deadlines and use own initiative</i>	<i>Essential</i>	<i>Interview</i>
	<i>Strong verbal and written communication skills with participants, customers, colleagues and partners</i>	<i>Essential</i>	<i>Interview</i>
	<i>Ability to build strong professional relationships with participants, customers, and respond empathetically, calmly and diplomatically in challenging situations</i>	<i>Desirable</i>	<i>Interview</i>
	<i>Excellent practical dance skills</i>	<i>Desirable</i>	<i>Task</i>
<i>Special Working Requirements</i>	<i>Flexible working will be required with regular evening work and occasional weekends. An enhanced Disclosure and Barring Service check will also be required</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:	<i>Part time (0.8 FTE), permanent subject to a 6-month probationary period.</i>
Hours:	<i>28 hours per week, Monday to Thursday. A daily lunch break of one hour. Flexible working is required with regular evening work and occasional weekend work.</i> <i>In term time (34 weeks) working hours are:</i> <i>Mondays 12.00-20.00, Tues 12.15-20.15, Weds 11.15-19.15, Thurs 09.00-17.00.</i> <i>Start and end times vary due to evening class assisting responsibilities.</i> <i>Out of term time (13 weeks): Mon- Fri 09.00-17.00</i>
Location:	<i>You will be based at the Laban building, Creekside but may also be required to work at the King Charles Court, Old Royal Naval college.</i>
Salary:	<i>Trinity Laban Staff Salary Scale, Grade 4, Incremental Points 30 - 36, £28,534 - £30,412 p.a. pro rata inclusive of a London Weighting Allowance of £4,379 p.a. pro rata. Salaries are paid on the last working day of each month direct into bank or building society accounts.</i>
Holidays:	<i>25 days pro rata, in addition to Statutory, Bank and Public Holidays</i>
Sick Pay:	<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>
Pension Scheme:	<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>
Staff Development:	<i>A range of Staff Development opportunities are available.</i>
Library:	<i>The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.</i>
Car Parking:	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
Cafeteria:	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
Events:	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
Classes:	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>

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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***