

TRINITY LABAN

Bowed Strings Lead Permanent, Part-time (0.2 FTE)

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Bowed Strings Lead

Contract: Permanent, part-time (0.2FTE)

Salary: £43,103 - £50,368 p.a. (pro-rata) including LWA

The Bowed Strings Lead will provide artistic and administrative support to the Head of Orchestral Instruments, working as a team with the other area leads.

Advert inclusion

Trinity Laban welcomes applications from people of all backgrounds and experiences. We are particularly keen to encourage interest from people with disabilities, LGBTQIA+, Black, Asian, and other global majority backgrounds who are currently under-represented at Trinity Laban. In recognising the positive value of diversity, we want to better reflect and understand the communities we exist to serve.

Trinity Laban is committed to upholding the principles of freedom of speech and academic freedom within the law. We value open, respectful debate and encourage the exchange of diverse ideas and perspectives. All employees are expected to contribute to an inclusive environment where differing views can be expressed and discussed constructively, in line with our organisational values and legal obligations.

If you think this might be just the job for you, please register an account with our eRecruitment system and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>.

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: Sunday 11th October 2026

Interview Date: Thursday 22nd October 2026

For any queries about this position that are not covered in the job pack, please email Katerina Filosopoulou, 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

<i>Post:</i>	<i>Bowed Strings Lead</i>
<i>Department:</i>	<i>Orchestral Instruments</i>
<i>Reporting to:</i>	<i>Head of Orchestral Instruments</i>
<i>Grade:</i>	<i>Grade 7</i>
<i>Contract:</i>	<i>Permanent, part-time (0.2 FTE)</i>

PURPOSE OF ROLE

This key role supports the artistic administration of the Orchestral Instruments department, assisting with scheduling, timetabling, lesson allocations, 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 trained as a fire marshal and first aider to assist with on-site support at King Charles Court.

The Bowed Strings Lead reports directly to the Head of Orchestral Instruments, who is responsible for the strategic direction, curriculum development, overall programming and management of the department.

Main duties

- To carry out administrative responsibilities delegated from the Head of Orchestral Instruments in respect of the bowed strings students and teachers, tackling issues affecting the quality of delivery within the scope of the level of responsibility.*
- To coordinate and manage departmental classes, masterclasses and internal competitions relating to the bowed string students.*
- To act as an initial point of contact for queries relating to bowed strings, for both students and staff, acting as a responsible team member and responding to*

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pedagogical and practical challenges.

- To meet regularly with the Head of Orchestral Instruments and other departmental area leads, working together to provide synergy and a smooth student experience.*
- To be responsible for administrative duties in areas such as admissions, timetabling, assessments, assessment of progress and student attendance.*
- To liaise with other Trinity Laban departments as necessary, sharing information as needed and contributing to institutional initiatives.*
- To write references for recommendation where appropriate.*
- To advise the library of any purchases deemed necessary to enhance its stock of sheet music.*
- To support development, marketing and student recruitment activity relating to their area.*
- To represent the department and institution at a range of internal and external meetings and events, as required.*
- To participate in staff development as required by the Conservatoire.*
- To undertake such other duties within the level of the post as may reasonably be required.*

ADDITIONAL RESPONSIBILITIES:

Health & safety

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

Equality, diversity and inclusion

Trinity Laban is committed to providing an inclusive working and learning environment that is fair, respectful and accessible to all. In carrying out the duties of this role, the postholder is expected to:

- contribute to a working environment in which individuals are treated with dignity and respect;*
- carry out responsibilities in accordance with our obligations under the Equality Act 2010, including the Public Sector Equality Duty;*
- support equality of opportunity through professional and lawful conduct relevant to the requirements of the role;*
- uphold our commitment to freedom of speech and academic freedom within the law.*

Higher education (Freedom of Speech) act 2023

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Trinity Laban is committed to securing freedom of speech and academic freedom within the law as outlined in the Freedom of speech code of practice. We actively promote the open exchange of ideas, recognising that free speech is strengthened, not weakened, by vigorous discussion of opposing perspectives in a civil, respectful, and peaceful manner. All members of our community should feel empowered to consider and discuss contentious issues, assured that they will be treated with dignity and respect.

THE POST HOLDER MUST:

- Promote the profile and image of the Department, the 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.

Bowed Strings Lead Person Specification

Criteria	Specification	E/D	Measured By
Education/ Qualifications	<i>First degree in music or equivalent</i>	<i>Essential</i>	<i>Application</i>
	<i>FHEA or equivalent professional accreditation</i>	<i>Desired</i>	<i>Application</i>
	<i>Masters or Doctorate degree in music or equivalent</i>	<i>Desired</i>	<i>Application</i>
Experience	<i>Substantial experience of administrative responsibility within a higher education setting</i>	<i>Essential</i>	<i>Application/Interview/Desk Task</i>
Knowledge or Understanding	<i>Wide breadth and depth of specialist music knowledge relating to bowed strings</i>	<i>Essential</i>	<i>Application/Interview</i>
	<i>Thorough understanding of the higher education and conservatoire environment, and the ability to evaluate</i>	<i>Essential</i>	<i>Application/Interview</i>

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	<i>and support young artists</i>		
	<i>Knowledge of a range of strategies to promote and assess learning</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, and how these impact on academic content and issues relating to student need.</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 web based financial systems</i>	<i>Essential</i>	<i>Interview</i>
	<i>Proficient level of IT skills including the ability to use databases and spreadsheets, and knowledge of Moodle</i>	<i>Essential</i>	<i>Interview/Desk task</i>
	<i>Excellent interpersonal skills including the ability to form positive relationships with professionals, staff members and students</i>	<i>Essential</i>	<i>Interview</i>
	<i>Ability to work collegiately as part of a team</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>Evidence of building effective relationships with people from a variety of backgrounds and experience levels</i>	<i>Essential</i>	<i>Interview</i>
	<i>Demonstrates application of equality of opportunity principles in professional activities</i>	<i>Essential</i>	<i>Interview</i>
	<i>Consistently adapts to changing priorities and delivers work to the required standard</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 professional development</i>	<i>Essential</i>	<i>Interview</i>
Special Working Requirements	<i>Fire-marshal training will be provided upon successful appointment</i>	<i>Essential</i>	<i>Interview</i>
	<i>First-aid training will be provided upon successful appointment (if not already held)</i>	<i>Essential</i>	<i>Interview</i>

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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:	<i>Permanent, 0.2 FTE, subject to a 1 academic year probationary period.</i>
Hours	<i>7 hours per week. Flexible working including regular evening and occasional weekend work is required.</i>
Location:	<i>You will be based at King Charles Court, Old Royal Naval College, Greenwich, but you may also be required to work at the Laban Building, Creekside.</i>
Salary Scale:	<i>The salary will be in accordance with the Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 to 36, £43,103 - £50,368 p.a. (pro-rata) inclusive of a London Weighting Allowance of £4,319 p.a. (pro-rata). Salaries are paid on the last working day of each month direct into bank or building society accounts.</i>
Annual Leave:	<i>40 days pro-rata in addition to Statutory, Bank and Public Holidays.</i>
Pension Scheme:	<i>The successful candidate will be auto-enrolled into The Teachers' Pension Scheme (TPS). Employee contributions are dependent on monthly salary amounts. The Conservatoire currently pays the Employers contribution at the rate of 28.6% of pensionable salary.</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>
Professional Development:	<i>Reduced rates access to most Adult & Children's Classes.</i>
Car Parking:	<i>A limited number of parking spaces are available at both sites, subject</i>

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to availability.

Cafeterias: *our in-house 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.*

Eye Care & Health: *Vouchers for eye tests are available for VDU users.*

Cycle to work: *A cycle to work scheme is operated by our Finance department.*

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