

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

DEVELOPMENT OFFICER

Full-Time, Permanent

JOB DETAILS - CONTENTS

Page 2	Advertisement
Page 3	Job Description
Page 7	Person Specification
Page 8	Conditions of Service Summary and Staff Benefits
Page 9	Information on Trinity Laban Conservatoire of Music and Dance

DEVELOPMENT OFFICER

Contract: Full-Time, Permanent

Salary: £25,735 - £29,200p.a (Including LWA)

Trinity Laban Conservatoire of Music and Dance 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 are 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 music or dance – we inspire them to define their art forms.

Now we are looking for an enthusiastic Development Officer on a permanent contract to continue our work of building the best environment for fundraising to flourish.

This is a particularly exciting time to be joining us. We are actively raising funds for student scholarships and our magnificent estate (our Faculty of Music is based in a World Heritage Site and our Faculty of Dance in a Stirling Prize-winning new building) while developing our new Patron scheme. Our recently formed Development Board is guiding us towards a highly prestigious Gala as our reputation steadily grows globally.

A key advantage of the job is that you have wonderful material to work with, including our brilliant students, staff and alumni, our extraordinary events, and our world-leading educational programmes. In short, we can offer countless examples of innovation, excellence and success.

If you are seriously planning a career path in development, this job is for you. The previous post holder has moved up to the post of Development Manager at another prestigious arts organization in London.

As an equal opportunities 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.

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

Closing Date: 23:59 hours BST, Sunday 25th November 2018 (No Agencies)

Interview Date: 3rd December 2018

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or contact Chloe Roper, People Services and Resourcing Officer on 0208 305 9476.

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:	Development Officer
Department:	Development Department
Reporting to:	Head of Development
Grade:	5
Contract:	Full-Time, Permanent

THE DEVELOPMENT DEPARTMENT

Trinity Laban's Development Department is part of the Directorate of Corporate Affairs and is based at the Faculty of Music at King Charles Court, Old Royal Naval College Greenwich. The Development Office is responsible for supporting Trinity Laban in its strategic goals through building philanthropic and other income to maintain the excellence of its work. It cultivates relationships with alumni and other individuals outside the Conservatoire. A crucial part of its work is directed towards engaging and reporting to current donors. Gifts are solicited from charitable trusts, individuals and public funding agencies such as Arts Council England. Fundraising and donor care is based around Trinity Laban's extensive performance programme at the Faculties of Music and Dance, and at Blackheath Halls. It is a small and highly focused department which contributed to £2.4 million of income in the last year in grants, awards and gifts.

KEY OBJECTIVES

The post holder will work under the line management of the Head of Development who oversees the fundraising, administrative and professional support of the Development Team.

This post is focused primarily on stewardship of current donors, cultivation and solicitation of new donations of lower-level gifts from individuals and the delivery of various events which are focused on friend raising, or thanking current donors.

The principle objectives of the post are:

- To ensure the effective and efficient stewardship of individual and corporate donors who lend support in cash or in other ways to Trinity Laban.
- To manage an Events programme targeted to fundraising and other initiatives as required within Corporate Affairs.
- To take direct responsibility for the cultivation and solicitation of a targeted pool of lower- level prospective donors.

In particular:

- To support the highest standards of donor stewardship within Trinity Laban, working to well-articulated stewardship plans
- To maintain a rigorous and structured overview of stewardship and cultivation requirement where appropriate.
- To use the Raiser's Edge database accurately for development activity, for example, tracking, monitoring and reviewing communications sent to various donors and development contacts.
- To manage and deliver a programme of Trinity Laban events as directed by the Head of Development, monitor budgets and prepare evaluation reports.

The post holder will be required to build excellent working relationships across Trinity Laban, in particular with colleagues in the Faculties of Music and Dance, Registry, Performance, Marketing and Communications and with the Student Union.

MAIN DUTIES

1. Stewardship

The post holder will take responsibility for undertaking or coordinating all stewardship activity for the development team for Trinity Laban working closely with Development Manager: Trusts and Foundations in respect of scholarships. He/she will assist colleagues in other departments when appropriate managing stewardship plans.

The post holder will:

- Build specialist knowledge of Trinity Laban's Faculties of Music and Dance and the Blackheath Halls and the special opportunities for stewardship and cultivation of donors and prospective donors to the Conservatoire.
- Use the Raiser's Edge database to manage and monitor stewardship plans and work with the development team to ensure they are undertaken in an effective and timely fashion.
- Ensure donors are stewarded according to the size of their donation.
- Ensure communications between scholarship recipients and donors are regular by working with Registry to ensure scholars are aware of their scholarship terms and collating scholar reports to send to donors.
- Ensure communications with competition donors, prize donors and Junior Trinity donors, in particular, are regular.
- Ensure that the terms and conditions of gift agreements are fulfilled through working with the appropriate canvasser.
- Prepare communications with donors such as gift acknowledgement letters, annual standing order thank you letters and donor newsletters.
- Monitor and report upon achievement of stewardship targets and advise the development team on modifying or developing strategies.
- Ensure that the Raiser's Edge database records are kept up to date, and assist the Data Manager in the preparation of stewardship and cultivation reports.
- Administer renewal and lapsed donor letters, liaising with canvassers as appropriate.

2. Event Management

The post holder will:

- Coordinate event activity in respect of cultivation, stewardship, fundraising and other events.
- Plan and manage all administrative processes in relation to the events programme; including invitations, guest research and preparation of event briefing documents.
- Liaise with service providers such as caterers and venue managers.
- Liaise with other departments, in particular the Performance Planning Teams and Marketing and Communications, to ensure that development events are integrated into the wider institutional performance and events programme.
- Liaise with academic staff and students.
- Monitor and evaluate achievement of event targets, and prepare reports on event outcomes and costs.

3. Donor pool of lower level gifts

- The post holder will work with the Head of Development to create his/her own personal, donor pool of lower level donors.

4. Student As Volunteers

- The post holder will take responsibility for liaising with students when they volunteer at development events. He/She will ensure that the students are briefed on the fundraising efforts and understand their role in the development departments Tasks include:
- Ensuring volunteer students support Trinity Laban and have information needed to do so; they are given the correct information on upcoming fundraising campaigns etc.

5. Projects

- The post holder will plan, manage and execute special projects or campaigns from time to time, according to the requirements of the post.

6. Other Duties

- The post holder will be required at any time to undertake any of the activities outlined in this job description at the any of TL sites or external venues.
- Other duties and responsibilities as may be required from time to time by the Head of Development.
- To attend any conferences or seminars that may be appropriate to the post

SPECIAL REQUIREMENTS

- To maintain confidentiality of all contacts of the Development department at all times.
- At all times to act with professionalism and integrity in the carrying out of any duties for and on behalf of Trinity Laban.
- The ability and willingness to attend meetings and events outside normal working hours.

RELATIONSHIPS AND CONTACTS

Examples of Relationships and Contacts include:

- Interaction with the Principal and other senior staff providing them with briefings on stewardship issues and event planning.
- Working in collaboration with other departments and outside agencies, in the planning of events.

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 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.

DEVELOPMENT OFFICER - PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	Educated to Degree level or equivalent	Essential	Application
	Research, administration or marketing qualification	Desirable	Application
	Completion of FR modules/course recognised by special body	Desirable	Application
Experience	General administration in Higher Education or the Performing Arts	Desirable	Application
	Events management or other type of time-limited project management	Desirable	Application
	FR experience gained from working in a development or fundraising office in Universities(such as Annual Fund) or in a NFP organisation	Essential	Application and Interview
	Database Experience, preferably Raiser's Edge	Desirable	Application
Knowledge or Understanding	The performing arts, music and dance in particular	Desirable	Interview
Skills and Abilities	Team working skills	Essential	Application and Interview
	Excellent writing skills-strong attention to detail.	Essential	Test
	Able to take pro-active role in events and stewardship management	Essential	Application and Interview
	Good verbal communication skills, including telephone calling	Essential	Application and Interview
	Strong IT Skills including MS Office applications e.g. Excel & Word	Essential	Application
Personal Qualities	Exceptional Interpersonal skills	essential	Interview and Test
	Enjoys planning and working to timescales	Essential	Interview and Application
	Enjoys working as part of a team, and working with others	Essential	Interview
	Good at problem solving	Essential	Interview
Special Working Requirements	The ability and willingness to attend meetings and events outside normal working hours.	Essential	Interview

Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full-Time, permanent subject to a 6 month probationary period.
Hours:	35 hours per week (1 FTE) usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Some 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 Faculty of Music (King Charles Court, Old Royal Naval college but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £25,735 - £29,200p.a., inclusive of a London Weighting Allowance of £3,718 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. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 18% of pensionable salary.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at 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:	Reduced rates 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.

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

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 together 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 trinitylaban.ac.uk