TRINITY LABAN

Programme Coordinator- Children and Young People's Dance

Part-Time (0.8 FTE), Permanent

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TRINITY LABAN

Programme Coordinator- Children & Young People's Dance Programmes

Contract: Part time(0.8 FTE), Permanent
Salary: £31,646 - £35,391 p.a. pro rata (Including LWA)

Trinity Laban is a forward-thinking 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.

Join our committed and innovative team of dance professionals as part of the Children and Young People's Dance Programmes department, taking a key role in the coordination of our classes, projects, and performances.

You will assist with the planning, administration, and operational delivery of our programmes. The role includes computer based administrative tasks such as data entry and reporting, maintaining databases, website updates, financial processing, and coordinating and supporting performances and our on-going large programme of classes and projects. This role will have a particular focus upon coordinating our Saturday Dance Programme alongside some of our performances and activities for schools.

We are looking for a self-motivated, highly organised individual who has a background in dance or a related field, knowledge of the dance sector and strong interest in dance in community and participatory settings with a commitment to widening participation in the art form.

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. Trinity Laban is committed to Safeguarding and promoting the welfare of children and adults at risk and expects all employees, workers, and volunteers to share this commitment.

Advert inclusion
We welcome applications from people of all backgrounds, identities, and experiences, and we actively encourage candidates from under-represented groups to apply. Recruitment decisions are made fairly and transparently, based on skills, experience, and potential. We will provide reasonable adjustments on request throughout the recruitment process and in the workplace to ensure equal access for all.

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.

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.

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/

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Closing Date: 23:59 hours BST, 22 November 2026 (No Agencies)
Interview Date: 3 December 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

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:	**Programme Coordinator**
Department:	**Children and Young People's Dance**
Reporting to:	**Project Manager**
Grade:	**5**
Contract:	**Part-time (0.8 FTE), permanent**

PURPOSE OF ROLE:

- *To provide organisational support for Children and Young Peoples' Dance (CYP) Programmes*
- *The post holder will work in close collaboration with Projects Managers and the Head of Children and Young People's Dance Programmes to coordinate the day-to-day planning, administration, and delivery of the programme.*
- *This role is the first point of contact for enquiries and communications concerning Saturday Dance Classes and wider CYP Programme activities as required, including current and prospective participants.*
- *Maintain effective administrative systems to ensure good record keeping, monitoring and coordination of CYP Dance activities.*

Main duties

1. *Co-ordinate the administration of designated Children and Young People's Dance classes, projects, and activities.*
   This role will have a particular focus upon our Saturday Dance and Musical Theatre Classes and, when required, the youth dance programme and widening participation activities, such as projects in and out of schools, both at the Laban building and in off-site settings.

2. *Coordinate the planning and delivery of activities, including marketing, recruitment, enrolment and bookings, maintaining registers and waiting lists, provide on the day event*

support, performances and regular communication with staff members, participants, parents/carers and project partners as appropriate.

3. *Undertake general computer based administrative tasks including website updates, data entry, maintaining databases, processing enrolments and products on Trinity Laban's Online Shop.*

4. *Support with the recruitment and supervision of Student Assistants.*

5. *Be the first point of contact for enquiries and information concerning the children's programme and wider CYP programme activities, as required.*

6. *Help to inform, develop and maintain a high-quality participant experience. Including engaging with and listening to youth voice.*

7. *Liaise closely with the wider CYP team to ensure cohesive administrative systems, programming, planning and delivery of activities.*

8. *Assist in the monitoring and evaluation of programme activities.*

9. *Be familiar with and operate within all Trinity Laban rules and regulations, including health and safety, equality and diversity and safeguarding.*

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

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 Postholder must:

- *Regular Friday and Saturday working in term time, alongside 2 other weekdays.*
- *Be available to work occasional evening and Sundays as necessary for events and performances*
- *Hold a clear enhanced Disclosure and Baring Service check.*

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 are 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 Coordinator- CYP Dance

Person Specification

Criteria	Specification	E/D	Measured By
Experience	*Experience of dance/arts administration including financial processing*	*Essential*	*Application*
	Experience of working with children and young people	*Desirable*	*Application*
	Experience of supervising assistants/ volunteers/ others	*Desirable*	*Application*
Knowledge or Understanding	*Good knowledge and interest in dance*	*Essential*	*Application*
	Understanding of and commitment to widening participation in dance	*Essential*	*Interview*
	Understanding of effective customer experience	*Essential*	*Interview*
	An awareness of the issues relating to data confidentiality and the ability to apply these	*Essential*	*Interview*
Skills and Abilities	*Ability to work accurately to complete tasks precisely as specified, meeting deadlines (Attention to detail and numeracy skills are key requirements)*	*Essential*	*Interview & Desk Task*
	Ability to work as part of a team	*Essential*	*Interview*
	Ability to take own initiative and have good planning and organisational skills	*Essential*	*Interview*
	Strong MS Office skills (including Word, Outlook, Excel, etc)	*Essential*	*Desk Task*
	Ability to build positive relationships with children and young people, staff, professionals, external partners and members of the public	*Essential*	*Interview*
	Excellent verbal and written communication skills and ability to respond empathetically, calmly, and diplomatically in challenging situations	*Desirable*	*Interview & Desk Task*
Personal Qualities	*A flexible, autonomous, and conscientious approach to work*	*Essential*	*Interview*
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	*Essential*	*Interview*
	Commitment to continuing service quality improvement	*Essential*	*Interview*
Special Working Requirements	*Saturday working to undertake operational support for classes*	*Essential*	*Interview*
	An enhanced Disclosure and Barring Service check will be required	*Essential*	*Interview*

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:	*Part-time(0.8 FTE), permanent, subject to a 6-month probationary period.*
Hours:	*4 days per week. A daily lunch break of one hour.* *In term time (approx. 34 weeks) working hours must include Fridays and Saturdays 08:00-16:00*
Location:	*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.*
Salary:	*The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 – 21, £31,646 - £35,391 p.a. pro rata, inclusive of a London Weighting Allowance of £4,405 p.a. pro rata. Salaries are paid on the last working day of the month into bank or building society accounts.*
Holidays:	*25 days pro rata, 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.*

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