

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

PROGRAMME COORDINATOR (SHORT COURSES)

FULL-TIME, PERMANENT

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PROGRAMME COORDINATOR (SHORT COURSES)

Contract: Full-Time, Permanent

Salary: £25,735 – £29,200 p.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.

Join our committed and innovative team of dance professionals as part of the Learning and Participation (Dance) programme. Taking a key role in the Short Courses team, you will assist with planning, administration and delivery of the programme, including children's and community based adult classes, international summer schools, international visits and professional training activities. Two key highlights are coordinating and supporting performance activities and holiday programmes for the children's classes.

The successful candidate will have strong administrative experience, be self-motivated, highly organised with excellent communication skills and thrives on organising data and working with systems. You will be required to have an enhanced Disclosure and Barring Service (DBS) check.

Do you relish problem solving? Can you stay calm under pressure? Are you looking for a fulfilling job in vibrant dance organisation? If so, we're looking forward to hearing from you.

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: Thursday, 28 March 2019 at 23:59 hours BST (No Agencies)

Interview Date: Thursday, 11 April 2019

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or contact Sangeetha Kurup, People Officer on 0208 305 9475.

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 (Short Courses)
Department:	Learning and Participation (Dance)
Reporting to:	Programme Manager (Short Courses)
Grade:	Grade 5
Contract:	Full-Time, permanent

PURPOSE OF ROLE

- To provide organisational support within the Dance Faculty to Learning and Participation Dance, Short courses.
- The post holder will work in close collaboration with the Programme Manager and Professional Development Manager to assist with the day to day planning, administration and delivery of the short courses programmes.
- This role is the first point of contact for enquiries and communications concerning the short courses activities including current and prospective participants.
- Maintaining effective administrative systems to ensure good record keeping and coordinating of L&P Dance activities

Main duties

1. Co-ordinating the administration of designated Learning and Participation (Dance) projects and activities including the short courses programme; community based adult and children's classes, international visits, annual summer schools and professional development activities.
2. Supporting the Programme Manager, Learning and Participation (Dance) with general computer based administrative tasks including website updates, data entry, maintaining databases, processing of enrolments and products on Trinity Laban's Online Shop.
3. Coordinating the pre-planning and delivery of Short Courses projects, performances, events, workshops and activities both at the Laban building and occasionally in off-site settings.
4. Supporting the Professional Development Manager in maintaining effective administrative systems for the Diploma in Dance Teaching and Learning (DDTAL) and Professional Development programme.
5. Administering financial systems in liaison with the Finance Department including payroll for L&P Dance Hourly paid teachers.

6. Supporting the Programme Manager in recruitment and supervision of Volunteers and Student Assistants.
7. To liaise closely with the rest of the Learning and Participation (Dance) team to ensure cohesive administrative systems, programming, planning and delivery of Learning and Participation (Dance) activities.
8. Assisting in the monitoring and evaluation of Learning and Participation (Dance) projects and activities.
9. Carrying out any other duties which might reasonably be requested by the Head of Learning and Participation (Dance)

Other

- Contribute to Learning and Participation events where appropriate
- Take responsibility and participate in staff development for personal professional development and keeping up to date with TL policies.

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.

PROGRAMME COORDINATOR (SHORT COURSES) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	First Degree in Dance/Performing Arts or equivalent qualification	Essential	Application
Experience	Experience of dance/arts administration including financial processing	Essential	Application/ Interview
	Experience of working with children and young people	Desirable	Application/ Interview
	Experience of supervising assistants/ volunteers	Desirable	Application/interview
Knowledge or Understanding	Good knowledge and interest in contemporary dance	Essential	Application/ Interview
	Understanding of equal opportunities issues as related to dance and its role within education and community sectors	Desirable	Interview
	Understanding of effective customer experience	Essential	Application/ 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	Task
	Ability to work as part of a team	Essential	Interview
	Have a proactive approach to problem solving (Analytical and problem solving skills are key requirements)	Essential	Interview
	Ability to take own initiative and have good planning and organisational skills including the ability to prioritise a busy workload	Essential	Application/ Interview
	Strong MS Office skills (including Word, Outlook, Excel, etc)	Essential	Application/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	Essential	Interview
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	Flexible working will be required including working every Saturday and regular evenings	Essential	Interview
	An enhanced Disclosure and Barring Service check will be required (Check will be completed before start date)	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, usually from 11.30 to 20.30h Tuesday to Saturday, with a daily lunch break of one hour. Working every Saturday, during term time and regular evenings is required.
Location:	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval college).
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £25,735 - £29,200 p.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 p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
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 Employer's 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 most short courses 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