

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

PROGRAMME MANAGER CENTRE FOR ADVANCED TRAINING (CAT)

FULL-TIME, PERMANENT

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PROGRAMME MANAGER; CENTRE FOR ADVANCED TRAINING (CAT)

Contract: Full-Time, Permanent

Salary: £36,917 - £43,327 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.

The Trinity Laban CAT is part of a nationwide DfE scheme that aims to offer young people with exceptional talent and potential in dance, the opportunity to access high quality dance training. It is part of our Learning and Participation (Dance) programme that offers a wide range of youth, schools and community projects, professional training and short courses.

The successful candidate will be responsible for the strategic leadership and overall management of the Dance CAT programme including staffing, curriculum and artistic development, programme organisation, tutorial support for participants, outreach and recruitment activities. We are therefore seeking to appoint a skilled and knowledgeable manager with excellent financial skills, a real interest and passion for dance and enthusiasm for working with young people.

The post offers an exciting opportunity to contribute to a high profile and innovative training scheme within a prestigious contemporary dance conservatoire and to join the CAT team of dance teachers, artists and dance science and health practitioners, who together are committed to the training of future dance artists.

Please note: This position involves working with children & young people therefore all appointments will be subject to an enhanced Disclosure & Barring Service check that shows you are not on the barred list of individuals who are unsuitable for working with children.

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: Monday, 6 May 2019 at 23:59 hours BST (No Agencies)

Interview Date: Week commencing 13 May 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 Manager; Centre for Advanced Training (CAT)
Department:	Learning and Participation (Dance)
Reporting to:	Head of Learning and Participation (Dance)
Grade:	Grade 7
Contract:	Full-Time, permanent
Line management:	CAT Administrator, Performance Enhancement practitioner, the CAT tutors and team of dance artists and regular teachers

PURPOSE OF ROLE

- Responsible for the strategic leadership and overall management of the Centre for Advanced Training (CAT) including staffing, curriculum development, programme organisation and scheduling, student recruitment and support, and finance, working closely with the Head of Learning and Participation (Dance) and other members of the CAT teaching team.
- Line manage the part-time CAT Administrator, CAT Lead Dance Teacher, Performance Enhancement practitioner, the CAT tutors and team of dance artists and regular teachers who contribute to the programme throughout the year.
- Work closely with the Projects Manager responsible for recruitment and outreach activities as well as all members of the Learning and Participation (Dance) team linking where appropriate with the other areas of work within the programme and across Trinity Laban with colleagues, reporting directly to the Head of Learning and Participation (Dance) Development.

MAIN DUTIES

1. Responsibility for staffing, curriculum and artistic development, programme organisation, scheduling and student recruitment working closely with the Head of Learning and Participation (Dance) and other members of the CAT teaching team.
2. Responsibility for the line management of part-time CAT Administrative Assistant, Lead Dance Teacher, Performance Enhancement practitioner, the CAT tutors and team of dance artists and regular teachers who contribute to the programme throughout the year.
3. Responsibility for student support, progress, school and family liaison including the devising and monitoring of Individual Training Plans for each student.
4. Contribute to the delivery of the CAT programme as agreed with the Head of Learning and Participation (Dance), normally by taking on a tutorial/pastoral role.

5. Maintain close links with the Trinity Laban Dance Science team to ensure appropriate curriculum development and assist with research projects and activities as required.
6. Manage and organise the scheduling of all CAT activities including Saturdays, weekdays, intensive holiday courses, performances and off site activities.
7. Liaise with schools, community/voluntary groups, arts and education agencies to disseminate information about the CAT scheme, facilitate recruitment, and provide support for individual students on the CAT scheme.
8. Maintain effective communication with the DfE Music and Dance Scheme officers and where appropriate with other Centres for Advanced Training nationally.
9. Maintain effective administrative systems to ensure good record keeping and organisation.
10. Undertake financial management of the CAT budget, administering financial systems as required in liaison with the Finance Department.
11. Responsible for the monitoring and evaluation of the CAT curriculum and programme of activities
12. Organise the production and distribution of CAT publicity materials in liaison with the Marketing & Communications Department.
13. Work with the Development Department in fundraising for the CAT programme of activities
14. Work closely with all members of the Learning and Participation (Dance) team to ensure cohesive administrative systems, programming, and planning and delivery of Learning and Participation (Dance) programme activities
15. Work with the Learning and Participation (Dance) team on the strategic development of its activities.
16. Contribute to the organisation of Learning and Participation (Dance) activities and projects involving Trinity Laban HE students
17. Deputise when necessary for the Head of Learning and Participation (Dance) as appropriate to the role's areas of responsibility
18. Carry out any other duties that might reasonably be requested by the Head of Learning and Participation (Dance).

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 MANAGER; CENTRE FOR ADVANCED TRAINING (CAT) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	First degree in dance or equivalent	Essential	Application
Experience	Substantial experience of dance/arts project management, organising and delivering successful dance, arts education or community dance projects/activities	Essential	Application/Interview/Desk Task
Knowledge or Understanding	Excellent knowledge and interest in contemporary dance, other dance forms and the wider professional dance sector.	Essential	Application/Interview
	Good understanding and knowledge of school, youth and vocational/HE dance training sectors.	Essential	Application/Interview
	Good understanding of high quality teaching and learning and the ability to evaluate and support dance artists and practitioners teaching young people.	Essential	Application/Interview
	Interest in current developments within dance science and health and research as related to the training of professional dancers and potentially, young exceptionally able dancers.	Desirable	Application/Interview
	Understanding of principles of inclusion, access and equality of opportunity in relation to dance and its role within education, community and training sectors.	Essential	Application/Interview
	An awareness of issues relating to safeguarding child protection, confidentiality, data protection and recording and storing of information.	Essential	Application/Interview
Skills and Abilities	Excellent organisational skills	Essential	Interview/Desk task
	Strong written and verbal communication skills	Essential	Application/Desk task
	Ability to administer complex financial systems	Essential	Application/Interview
	Sound IT skills including the ability to use databases and spreadsheets	Essential	Interview
	Excellent interpersonal skills with the ability to form positive relationships with professionals, young people and their parents/carers	Essential	Interview

	Ability to lead and work as part of teams	Essential	Interview
	Able to use own initiative and work efficiently and effectively under pressure to meet deadlines	Essential	Interview
Personal Qualities	An approachable manner and the capacity to relate to people of different backgrounds and experience	Essential	Interview
	A commitment to applying principles of equality of opportunity in all professional activities	Essential	Interview
	An adaptable and conscientious approach to work	Essential	Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
	Commitment to continuing service quality improvement	Essential	Interview
Special Working Requirements	Flexible working will be required including working every Saturday during term time and some evenings on occasion	Essential	Interview
	An enhanced Disclosure and Barring Service (DBS) check that shows you are not on the barred list of individuals who are unsuitable for working with children.	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 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Flexible working will be required including working every Saturday during term time and some evenings on occasion
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 7, Incremental Points 30 - 36, £36,917 - £43,327 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 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