

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

PROJECTS MANAGER LEARNING AND PARTICIPATION (DANCE)

Full-time, Fixed-Term (Maternity Cover) for one year

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PROJECTS MANAGER, LEARNING AND PARTICIPATION (DANCE)

Contract: Full-time, fixed term (Maternity Cover) for one year

Salary: £29,373 - £35,249 p.a. including LWA

Start date: Monday 25 February 2018

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 seeking to appoint an experienced Projects Manager to join a committed and innovative team of dance professionals. This post, one of two Project Managers in the Learning and Participation (Dance) programme, offers an exciting opportunity to work in a high profile dance organisation, as part of a supportive team all committed to the value of dance in education and the community.

The Learning and Participation (Dance) Projects Managers are responsible for the administration, coordination and management of a range of projects and activities across youth, disability, community, widening participation and school sectors. In addition they have a vital role contributing to the strategic planning of the Learning and Participation (Dance) in the Faculty of Dance.

This post will be focused on work in secondary schools, widening participation and leading on our Centre for Advanced Training (CAT) outreach and recruitment activity. As part of their role with the CAT, the postholder will contribute to the student support programme as a personal tutor responsible for the pastoral care of a group of CAT students.

We are looking for a self-motivated, highly organised and experienced individual who has a real interest and understanding of the contemporary dance sector and commitment to working with people of all ages and backgrounds.

The role requires the ability to take initiative and excellent communication skills. Flexible working will be required with regular Saturday working during term time and occasional evenings together with a Disclosure and Barring Service check (DBS) that shows you are not on the barred list of individuals who are unsuitable for working with children.

And 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.

For an information pack and application form, please go to the Job Opportunities page of our website at <http://www.trinitylaban.ac.uk/job-opportunities/vacancies> or contact: Chloe Roper, HR Services and Resourcing Officer, at staffrecruitment@trinitylaban.ac.uk or on 020 8305 4382

Closing date: 12 Noon, Monday 8 January 2018 (No Agencies)

Interviews: Monday 15 January 2018

CVs will not be accepted unless accompanied by a completed application form.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City University, 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:	Projects Manager, Learning and Participation (Dance)
Department:	Learning and Participation (Dance)
Responsible to:	Head of Learning and Participation (Dance)
Salary Grade:	6
Contract:	Full-time, fixed-term (Maternity Cover) for one year

PURPOSE OF THE POST

The Projects Manager will be responsible for the overall administration, co-ordination and management of designated projects and activities such as youth, disability, health, community and schools projects, widening participation and open days.

The Projects Manager will lead on the Centre for Advanced Training (CAT) outreach and recruitment activity and be a CAT tutor, responsible for the pastoral care of a group of students which involves liaising with students' parents/carers and other CAT staff.

The Projects Manager will work closely with all members of the team.

Flexible working will be required with some evening and week-end work as needed.

MAIN RESPONSIBILITIES

- To contribute to the research and planning of Learning and Participation (Dance) activities.
- To take responsibility for the overall administration, co-ordination and management, of designated projects and activities including schools, widening participation, youth, community and open days.
- Lead on the Centre for Advanced Training (CAT) outreach and recruitment programme including the setting up and management of youth and schools projects and other activities.
- Be a CAT tutor, responsible for the pastoral care of a group of students including liaising with students' parents/carers and other CAT staff.
- To lead on widening participation activities including; the organisation of open days, careers events and delivering presentations to young people, their parents and teachers and when required the supervision of young people on placements from schools and colleges.
- Leading within the team on advising, supporting and facilitating young people's progression in dance across Learning & Participation programmes and beyond to FE, HE and vocational training.

- To work closely with all members of the Learning and Participation (Dance) team to ensure cohesive administrative systems, programming, planning and delivery of Learning and Participation (Dance) activities.
- To administer financial systems for the Learning and Participation (Dance) activities in liaison with the Finance Department and maintain rigorous budget management.
- To organise the production and distribution of Learning and Participation (Dance) publicity materials in liaison with the Marketing Department.
- To be responsible for the monitoring and evaluation of designated Learning and Participation (Dance) activities.
- To liaise with local schools, community/voluntary groups and arts and education agencies.
- To work with the Development Department in fundraising for Learning and Participation (Dance) activities.
- To contribute to the organisation of learning and participation projects involving Trinity Laban students.
- To liaise with other Trinity Laban departments including Recruitment, Laban Theatre and Transitions Dance Company to facilitate their links to the educational sector as required
- To work with the Learning and Participation (Music) team and across the Music and Dance faculties as required.
- To work with the Learning and Participation (Dance) team on the strategic development of its activities.
- To deputise when necessary for the Head of Learning and Participation (Dance) as appropriate to the role's areas of responsibility.
- To carry out any other duties which 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.
- An enhanced Disclosure and Barring Service check will be required

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.

PROJECTS MANAGER, LEARNING AND PARTICIPATION (DANCE) PERSON SPECIFICATION

Criteria	Essential	Desirable
EDUCATION/QUALIFICATIONS		
First Degree in Dance/Performing Arts or equivalent qualification	X	
EXPERIENCE		
Experience of dance/arts project management	X	
Experience of devising and delivering successful dance, arts education or community dance projects/activities	X	
Experience of budgeting/financial management, fundraising and marketing	X	
Experience of working in partnership		X
Experience of working directly with children and young people	X	
KNOWLEDGE/UNDERSTANDING OF		
Very good knowledge and interest in contemporary dance and the professional dance sector	X	
Clear understanding of the school curriculum and the way schools work	X	
Excellent knowledge of current developments within the dance education and community sector	X	
Good knowledge and understanding of progression routes in dance including further, higher and vocational sectors	X	
Understanding of equal opportunities issues as related to dance and its role within education and community sectors	X	
Understanding of quality assurance, monitoring and evaluations systems	X	
Very good understanding of safeguarding issues as related to working with children and young people		
SKILLS		
A strong attention to detail (a high level of accuracy)	X	
Good analytical and problem solving skills (a proactive approach to problem solving)	X	
Strong MS Office skills and the ability to work with a database and administer financial systems	X	
Strong planning, event management and organisational skills including producing dance performances	X	
Strong verbal and written communication skills with the ability to form positive relationships with professionals and members of the public of diverse age and background.	X	
Excellent interpersonal skills (an approachable manner) including relating and communicating to children and young people	X	
Ability to work effectively as part of a team and lead teams	X	
Ability to work using own initiative	X	
Able to work efficiently and effectively under pressure to meet deadlines	X	
Ability to respond empathetically, calmly and diplomatically in challenging situations	X	

PERSONAL QUALITIES		
A flexible and conscientious approach to work	X	
A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	X	
Commitment to continuing service quality improvement	X	
An awareness of the issues relating to data confidentiality and the ability to apply these	X	
SPECIAL WORKING REQUIREMENTS		
Flexible working will be required with occasional evenings and Saturday working.	X	
An enhanced Disclosure and Barring Service check will be required	X	

Applicants for this role 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.

PROJECTS MANAGER, LEARNING AND PARTICIPATION (DANCE) CONDITIONS OF SERVICE - SUMMARY

Contract:	Full-time, fixed-term (Maternity Cover) for one year subject to a three-month probationary period and an enhanced DBS check that shows you are not on the barred list of individuals who are unsuitable for working with children.
Hours:	35 hours per week, flexible working will be required, with occasional evenings and regular Saturday working.
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 Scale:	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 - 29, £29,373 to £35,249 p.a., inclusive of a London Weighting Allowance of £3,645 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Annual Leave:	25 days p.a. in addition to Statutory, Bank and Public Holidays.
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.
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.
Staff Development:	A range of Staff Development opportunities are available.
Car Parking:	A limited number of parking spaces are available at both sites, subject to availability.
Cafeterias:	Our 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, many of which are free to members of staff.
Childcare:	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the HR Department.
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