

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

JUNIOR TRINITY PROGRAMME MANAGER FULL-TIME, PERMANENT

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JUNIOR TRINITY PROGRAMME MANAGER

Contract: Full-time, Permanent

Salary: £35,588- £41,768 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.

We invite applications for the post of Junior Trinity Programme Manager in our thriving department located at King Charles Court in the Old Royal Naval College, Greenwich.

From 3-year-olds through to university and conservatoire entrance, our aim is to encourage a lifelong passion for music and to give our students the opportunities to develop to their maximum potential.

The Department performs in some of London's most prestigious concert venues including LSO St Luke's, Blackheath Halls and Cadogan Hall, and participates in collaborative music and dance projects. We are the only London Conservatoire which offers GCSE Music and A level Music and Music Technology courses, together with our dynamic distance-learning programme.

Leading the operational management of Junior Trinity, this key role supports the Head of Children's and Young People's Programmes (Music) in all areas of scheduling and timetabling, concert and event planning, student and staff recruitment, the development of initiatives and partnerships at Trinity Laban and externally, and a wide range of other practical issues. S/he will also be a Designated Safeguarding Officer.

Educated to degree-level, you will have strong and extensive music &/or education administrative experience (including team, budget and project management), outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload.

You can download a job pack and application form from our job vacancies page <http://www.trinitylaban.ac.uk/about-us/job-opportunities/vacancies> and for any queries you can contact Sangeetha Kurup, HR Officer on 020 8305 9475 or email staffrecruitment@trinitylaban.ac.uk and to apply for this position, please send your completed application form to the email address staffrecruitment@trinitylaban.ac.uk

Closing date: 12:00 pm, Wednesday 5 October 2016 (No agencies)

Interviews: Thursday 13 October 2016

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

Trinity Laban Conservatoire of Music and Dance is committed to equal opportunities and diversity.

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:	Junior Trinity Programme Manager
Department:	Learning & Participation (Music)
Team:	Junior Trinity
Responsible to:	Head of Children's and Young People's Programmes (Music)
Responsible for:	Junior Trinity Administrators x 2, Graduate Intern (fixed term); Saturday Assistants (casual part-time staff).
Salary Grade:	7

OVERVIEW

The Learning & Participation (Music) Department programmes are managed across three teams, all based at the Faculty of Music site in the Old Royal Naval College, Greenwich. These are:

- Junior Trinity (Children and Young People)
- Widening Participation (Children and Young People)
- Community and Professional Development

Leading the operational management of Junior Trinity, this key role supports the Head of Children's and Young People's Programmes (Music) in all areas of scheduling and timetabling, concert and event planning, student and staff recruitment, the development of initiatives and partnerships at Trinity Laban and externally, and a wide range of other practical issues. S/he will also be a Designated Safeguarding Officer, overseeing pastoral care for children and young people in the department.

The post holder will line manage the department's administrators (2), Graduate Intern and the team of part-time Saturday Assistants (usually senior Trinity Laban students).

The Junior Trinity Programme Manager reports directly to the Head of Children's and Young People's Programmes (Music) who is responsible for the strategic direction, overall programming and management of Junior Trinity.

ABOUT THE LEARNING & PARTICIPATION (MUSIC) DEPARTMENT

Each year, Trinity Laban Conservatoire of Music and Dance (Trinity Laban) delivers over 5,000 sessions of music and dance activity for children and young people, with around 8,000 participants. A further 2,000 people of all ages sing, play, dance, perform, create and share their enjoyment of music and dance through our wider cultural programming. Hundreds of artists and teachers and others involved in participatory arts benefit from professional development support and we work strategically with a wide range of partners, including local authorities, government agencies, arts organisations, schools and community groups, to increase access to excellent music and dance.

ABOUT JUNIOR TRINITY

Junior Trinity was the first Junior Department of a UK Conservatoire to open its doors to schoolchildren on Saturdays in 1906. Since then, thousands of young people have benefited from the opportunities to make music as individuals and in a wide variety of small and large ensembles. From 3-year-olds through to university and conservatoire entrance, our aim is to encourage a lifelong passion for music and to give our students the opportunities to develop to their maximum potential.

Our courses include:

- Main Programme (programme for talented 11 – 19 years olds and String Time (string programme for children aged 3 – 11 years)
- Projects, concerts, events, workshops, masterclasses and activities at Trinity Laban and in venues including Blackheath Halls, LSO St Luke's, Old Royal Naval College Chapel and Cadogan Hall
- GCSE Music and A-level Music & Music Technology courses
- Distance-learning A-level Music course

DUTIES

1. To contribute to the overall pedagogic and artistic strategy of Junior Trinity and lead on driving forward strategic developments and initiatives within the department
2. To provide overall line management of the Junior Trinity Administration team, convening team meetings and ensuring that good standards of operation and communications are being achieved in the office, on Saturdays in term-time and for external Junior Trinity events.
3. To lead the planning and scheduling of all Junior Trinity regular teaching and concert activities, in conjunction with the Head of Children's and Young People's Programmes (Music) and in liaison with the String Time and GCSE & A Level Programme Managers as appropriate.
4. To oversee effective, accurate and efficient systems for the Junior Trinity database, room bookings, the compilation and completion of student registers, and the provision of sheet music and instruments as appropriate.
5. To support the Head of Children's and Young People's Programmes (Music) in selecting, planning and implementing projects for the Junior Trinity performance programme (internal and external) and lead on all operational aspects of concert planning and management including venue liaison, programme preparation and publicity, stage management and event staffing.
6. To plan and work with other Trinity Laban departments and external organisations on collaborative projects and events.
7. To support the Head of Children's and Young People's Programmes (Music) in monitoring the quality of provision and standards across Junior Trinity education programmes, and supporting teaching staff – in particular the Programme Managers of the String Time and GCSE/A Level programmes – in their work as required.
8. To act as Examinations Officer, in liaison with the Junior Trinity GCSE/A Level Programme Manager and Head of Children's and Young People's Programmes, to assume overall responsibility for the Edexcel/Pearson (GCSE and GCE Music /

Music Technology) public examination courses taken at Junior Trinity, including ensuring the compliance of security, invigilation and other standards with statutory requirements, and providing documentation for Ofsted inspections as required.

9. To manage Junior Trinity compliance with Home Office requirements relating to safeguarding, at all times ensuring that all Junior Trinity staff (including deputies) has up-to-date enhanced DBS disclosures and that high standards of safeguarding and pastoral care are in place and monitored across the Junior Trinity education programmes and in relation to both internal and external events.
10. To work closely with Trinity Laban's HR Department on recruitment, staff development, training and other statutory requirements for Junior Trinity administrative, teaching and operational staff.
11. To organise First Aid training for relevant Junior Trinity staff, in liaison with Facilities Management, monitoring and ensuring implementation of relevant Health & Safety protocols and procedures as required.
12. To oversee the organisation of the production and distribution of Junior Trinity publicity materials (including concert programmes, social media and web content) as required, liaising with colleagues in the marketing department in order to meet copy deadlines.
13. To work with Trinity Laban's Widening Participation Manager in liaising with schools, community and voluntary groups and other education agencies to share information about Junior Trinity programmes and facilitate recruitment.
14. To oversee the scheduling and organisation of Open Days, including liaison with other Trinity Laban departments and external providers as required.
15. To oversee the scheduling of auditions for new applicants and annual reviews for current students.
16. To provide day to day management of the Junior Trinity budget, and implement and manage efficient systems for student fees, invoicing and staff payroll in collaboration with the Junior Trinity Administrators and Trinity Laban Finance Department.
17. To support the work of the Head of Children's and Young People's Programmes (Music) and the Trinity Laban Development Department in relation to fundraising initiatives such as concerts and events, and to assist in cultivating existing and new Junior Trinity donors.
18. To provide data for funding bodies and partner organisations as required, including fulfilling the criteria for Department for Education Music and Dance Scheme and supporting the Head of Children's and Young People's Programmes (Music) in supplying student references for trusts, foundations and individual donors as required.
19. To represent the Head of Children's and Young People's Programmes (Music) at a range of internal and external meetings and events as required.
20. To participate in staff development as required by the Conservatoire.

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.

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, cooperative and flexible in line with the needs of the Conservatoire.

JUNIOR TRINITY PROGRAMME MANAGER PERSON SPECIFICATION

Criteria	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Degree level or equivalent level qualification in Music or other relevant subject	X	
TECHNICAL KNOWLEDGE & SKILLS		
Excellent IT skills – proficient in Microsoft office (to a minimum of intermediate standard in Word, Excel and Outlook)	X	
Strong verbal and written communication skills.	X	
EXPERIENCE		
Significant music &/or education administrative experience including scheduling	X	
Project management experience	X	
Experience of line management	X	
Some experience of working within designated budgets and managing resources	X	
Experience in multi-tasking and managing your own workload	X	
Strong working knowledge of musical instruments, genres and repertoire	X	
Experience in dealing with teachers &/or professional musicians	X	
A background in music &/or education administration	X	
Experience in dealing with young people	X	
Experience or knowledge of preparing payroll		X
Knowledge of educational planning		X
Experience of HR statutory requirements, eligibility to work, reference checks		X
PERSONAL CHARACTERISTICS		
Strong planning and organisational skills and the ability to prioritise a busy workload	X	
Ability to handle a range of situations and negotiations diplomatically	X	
Ability to lead a team and delegate effectively	X	
Ability to take initiative, working efficiently and effectively unsupervised under pressure to meet deadlines	X	
A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	X	
Other		
Requirement to undertake regular Saturday work and occasional requirement to work evenings and, occasionally, Sundays.	X	
An enhanced Disclosure and Barring Service check will be required that shows you are not on the barred list of individuals who are unsuitable for working with children.	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.

JUNIOR TRINITY PROGRAMME MANAGER CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Permanent, full-time, subject to a six-month probationary period.
Hours:	35 hours per week, usually from 9.00 am to 5.00 pm Tuesday to Saturday, (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 collage) but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary Scale:	Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 - 36, £35,588 - £41,768 p.a., inclusive of a London Weighting Allowance of £3,584 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 recently refurbished 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

In 2005, Laban joined nearby Trinity College of Music to form Trinity Laban Conservatoire of Music and Dance. The pairing of these two leading organisations has created a diverse community of performers, choreographers, composers, designers, teachers, researchers and writers. As the traditional divisions between art forms blur, Trinity Laban provides its students with unique collaborative opportunities in an environment of creative and technical excellence. We encourage our students to explore the ever-evolving art forms of music and dance, and provide the real-world skills they need to become the artistic leaders of the future.

The Conservatoire runs a vibrant programme of performances and festivals as well as ground breaking education, community and social-inclusion schemes.

FACULTY OF DANCE

Trinity Laban is one of Europe's leading centres for the training of professional contemporary dance artists, attracting students from around the globe.

We have the largest team of specialist contemporary dance teachers in the world as well as exceptional facilities. Our state-of-the-art building won the UK's highest architectural award - the RIBA Stirling Prize for 'Building of the Year' - and recently topped The Daily Telegraph's list of the most inspiring buildings in Britain.

No. 1 for Dance in the Guardian University Guide for the last 4 consecutive years we are training the leading dance artists of tomorrow - we provide our students with the best artist training and the skills they need to succeed in the professional world.

FACULTY OF MUSIC

Located in the beautiful Wren-designed King Charles Court at the Old Royal Naval College in Greenwich, Trinity Laban's Faculty of Music is one of the UK's leading centres for the training of professional musicians. It is a creative and cosmopolitan community of performers, composers, teachers and researchers. It provides a realistic preparation for the 'portfolio career' of the modern performing musician: developing a diversity of skills on the one hand, and intense specialisation on the other. Programmes are tailored to the personal interests and needs of individual musicians, from pre-undergraduate through to postgraduate and professional development courses. Trinity Laban Music has long been acknowledged for fostering a caring environment for its students. Our professional staff are renowned musicians with many working as acclaimed soloists or belong to top London orchestras and opera companies.