

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

ADMINISTRATOR CENTRE FOR ADVANCED TRAINING (CAT)

Part-time, Permanent

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ADMINISTRATOR – CENTRE FOR ADVANCED TRAINING

Contract: Part-time, Permanent (3 days per week including Saturdays)

Salary: £22,442 - £24,634 p.a. pro-rata (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 are looking for a reliable and conscientious individual to assist in the day to day administration of the Centre for Advanced Training (CAT) activities within the Trinity Laban Learning and Participation (Dance) programme.

You will need good organisational and interpersonal skills as well as written and oral communication skills, very good knowledge of Microsoft Office and some database experience. Ideally you will have knowledge of the dance sector and interest in education and community work. Some understanding of the school curriculum and the way schools work would be an advantage. You will be able to work as part of a team and be able to demonstrate initiative.

Flexible working will be required including every Saturday during term time and occasional Sundays and evenings.

A Disclosure and Barring Service Check (DBS) will be required.

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.

You can download a job pack and application form from <http://www.trinitylaban.ac.uk/about-us/job-opportunities/vacancies> and for any queries you can contact Chloe Roper by email at staffrecruitment@trinitylaban.ac.uk or on 0208 305 4382.

To apply for this position, please send your completed application form to the email address staffrecruitment@trinitylaban.ac.uk

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

Closing Date: Monday 5 March 2018 (No agencies)

Interview Date: Thursday 15 March 2018

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

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| Post: | Administrator Centre for Advanced Training (CAT) |
| Department: | Learning and Participation (Dance) |
| Reporting to: | Programme Manager (CAT) |
| Grade: | 4 |
| Contract: | Part-time, Permanent |

PURPOSE OF THE POST

The Administrator will assist in the day to day administration of the Centre for Advanced Training (CAT) activities within the Trinity Laban Learning and Participation (Dance) programme and will report directly to the Programme Manager (CAT).

Flexible working will be required with regular Saturday work during term time and occasional evenings.

MAIN RESPONSIBILITIES

- Assisting the Programme Manager (CAT) with the day to day running of the CAT Programme
- Being the first point of contact for enquiries and information concerning the CAT Programme
- Assisting in the administration of the CAT activities involving data entry and computer-based administrative tasks
- Maintaining effective administrative systems to ensure good record keeping and coordination of CAT and other Learning and Participation (Dance) activities
- Working closely with the CAT teaching and staff team to ensure cohesive systems, planning and delivery of the CAT Programme
- Administering financial systems for the CAT Programme in liaison with the Finance Department
- Assisting in the organisation of opens days, auditions, recruitment and outreach activities including contacting schools and booking workshops
- Assisting in the organisation of CAT activities including projects and performances

- Assisting in the monitoring and evaluation of CAT Programme activities
- To carry out any other duties which might reasonably be requested by the Programme Manager (CAT) and 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, the Faculty of Music's portfolio of programme offerings 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:
- http://www.trinitylaban.ac.uk/sites/default/files/strategic_plan_14_final_hi.pdf

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.

ADMINISTRATOR CENTRE FOR ADVANCED TRAINING (CAT) PERSON SPECIFICATION

| Criteria | Essential | Desirable |
|--|-----------|-----------|
| EDUCATION/QUALIFICATIONS | | |
| To A-level standard or equivalent level qualification | X | |
| EXPERIENCE | | |
| Interest in and understanding of contemporary dance | X | |
| KNOWLEDGE OR UNDERSTANDING | | |
| Some understanding of the school curriculum and the way schools work | | X |
| SKILLS AND ABILITIES | | |
| A strong attention to detail (a high level of accuracy) | X | |
| Good analytical and problem solving skills (a proactive approach to problem solving) | X | |
| MS Office skills and the ability to work with a database | X | |
| Strong numeracy skills | X | |
| Good planning and organisational skills including the ability to prioritise a busy workload | X | |
| Good verbal and written communication skills (to communicate with internal and external participants/staff at all levels) | X | |
| Ability to form positive relationships with children and young people, staff, professionals, external partners and members of the public | X | |
| PERSONAL QUALITIES | | |
| Strong interpersonal, team and networking skills | X | |
| Ability to work using own initiative | X | |
| 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 | |
| SPECIAL WORKING REQUIREMENTS | | |
| Flexible working will be required including every Saturday during term time and occasional Sundays and evenings. | X | |
| An enhanced Disclosure and Barring Service check will be required | X | |
| | | |

Applicants for this internship 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

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| Contract: | Permanent, part-time (0.6 FTE), subject to a six-month probationary period. |
| Hours: | 21 hours per week, flexible working will be required, with regular Saturday work and occasional Sundays and evenings. |
| 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 collage). |
| Salary: | Trinity Laban Staff Salary Scale, Grade 4, Incremental Points 11 – 15 £13,453.20 – £14,780.40 (£22,422 - £24,634 at 1FTE) p.a., pro-rata, inclusive of a London Weighting Allowance of £2,187 (£3,645 at 1FTE) p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts. |
| Holidays: | 15 days, (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. 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. |
| Childcare: | Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the HR Department. |
| 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