

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

LEARNING AND PARTICIPATION (DANCE) PROGRAMME MANAGER

Full-Time, Permanent

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LEARNING AND PARTICIPATION (DANCE) PROGRAMME MANAGER

Contract: Full-time, permanent

Salary: £36,193 - £42,478 p.a (Including LWA)

We are seeking to appoint a highly experienced, creative and well organised Programme Manager to join a driven and innovative department of dance professionals, and be part of an inspiring team all committed to the value of dance in education, the community and for people of all ages and abilities.

As Learning & Participation (Dance) Programme Manager you will be responsible for the operational delivery and strategic planning of the 'projects programme' within Learning and Participation (Dance), which champions access, participation and inclusion, working closely with the Head of Department, Projects Managers, Dance Practitioner and our freelance dance artists.

You will have a genuine interest and understanding of the contemporary dance sector, with excellent project management and producing skills, taking an imaginative and collaborative approach to developing participatory arts projects with a range of partners. In addition, you will have the experience to lead on our dance for health, community, disability and older people's programme of activities.

You will work with the other Learning and Participation (Dance) programme staff to ensure effective cross team working, including taking a lead on monitoring, evaluation and research links, liaising as necessary with L&P (Music) and other Trinity Laban departments and teams.

We are looking for a self-motivated individual with excellent communication skills, the ability to take initiative and manage and motivate a team.

Please note: This position involves working with children and young people, therefore the appointment will be subject to an enhanced Disclosure & Barring Service check.

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, HR Services and Resourcing Officer via email at staffrecruitment@trinitylaban.ac.uk or call 020 305 3482.

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

Closing Date: 12 Noon, Friday 18 May 2018 (No Agencies)

Interview Date: Tuesday 05 June 2018

CV's 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:	Learning and Participation (Dance), Programme Manager
Department:	Learning and Participation (Dance)
Responsible to:	Head of Learning and Participation (Dance)
Staff Responsibility for:	Graduate Intern
Salary Grade:	7
Contract:	Full-time, Permanent

PURPOSE OF THE POST

The Learning and Participation (Dance), Programme Manager will take the lead in coordinating the operational and strategic planning of the broader Learning and Participation (Dance) projects programme, including youth, disability, health, older people, community, schools and widening participation, working closely with the Projects Managers and Dance Practitioner, taking responsibility for the cost centre budget management and links with Trinity Laban Higher Education programmes.

They will be responsible for the overall administration, co-ordination and management of designated projects and activities including those related to older people, community, health and disability.

In addition the post holder will be responsible as required, for cross-team programme co-ordination to ensure effective team working, including communications and operational planning, specifically taking the lead in, monitoring, evaluation and research links, liaising as necessary with L&P (Music) and other Trinity Laban departments and teams.

The post holder will support the Head of Learning and Participation (Dance) in partnership working and fundraising.

A major part of the role is leading partnership projects and producing large scale events and activities, some of which cross both the music and dance faculties and are collaborations with other arts and cultural organisations such as the Horniman Museum or Tate Modern.

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

The Learning and Participation (Dance) programme includes an extensive range of activities such as Short Courses, Professional Development and the Centre for Advanced Training.

MAIN RESPONSIBILITIES

- Take the lead in co-ordinating the operational and strategic planning of the broader Learning and Participation (Dance) projects programme, including youth, disability, health, older people, community, schools and widening participation, working closely with the Projects Managers and Dance Practitioner.
- Be responsible for the overall administration, co-ordination and management of designated projects and activities such as those related to older people, community, health and disability.
- Be responsible for the financial management of designated projects and activities including budget setting, financial controls and day to day financial administration and taking specific responsibility for the overall Cost Centre budget management, working closely with the Projects Managers to ensure appropriate financial accountability.
- Support the Head of Learning and Participation (Dance) in partnership working and fundraising, leading where needed with producing larger partnership projects and activities and undertaking the requisite reporting processes.
- Contribute to the department's communications strategy, liaising where needed with the Marketing department. Undertake marketing activities for designated individual projects and activities, including web-site updates and the development of publicity materials. When appropriate co-ordinate and support the overall Learning and Participation (Dance) communications activities.
- Work closely with all members of the Learning and Participation (Dance) team to ensure effective cross team working as regards communications, programme planning and delivery, administration and financial processes. When appropriate co-ordinate and support the overall Learning and Participation (Dance) team in designated operational matters.
- Develop and maintain the Learning and Participation (Dance) monitoring and evaluation framework and systems, linking as appropriate with L and P (Music), other Trinity Laban departments, teams and researchers including Development, Marketing and Communications.
- Work with the Development Department in fundraising for Learning and Participation (Dance) activities.
- Maintain and develop links with the Trinity Laban HE programmes, co-ordinating student placements and encouraging further collaboration between the Learning and Participation (Dance) programme and the HE programmes.
- Work with the Learning and Participation (Music) team and across the Music and Dance faculties as required to promote and develop cross Trinity Laban collaborative activities.
- Work with the Head of Learning and Participation (Dance) and the programme team on the strategic development of its activities.
- Line manage the full-time Graduate Intern and Projects Manager (p/t).

- Deputise when necessary for the Head of Learning and Participation (Dance) including attendance at Trinity Laban Boards and Committees.
- Carry out any other duties which might reasonably be requested by the Head of Learning and Participation (Dance).
- To be familiar with and operate within all Trinity Laban rules and regulations, including those relating to health and safety, equality and diversity and safeguarding

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.

PROGRAMME MANAGER, LEARNING AND PARTICIPATION (DANCE) PERSON SPECIFICATION

Criteria	Essential	Desirable
EDUCATION/QUALIFICATIONS		
First Degree in Dance/Performing Arts or equivalent qualification	X	
EXPERIENCE		
Significant experience of dance/arts project management	X	
Substantial experience of devising and delivering successful dance, arts education or community dance projects/activities	X	
Proven track record in budgeting/financial management	X	
Experience of contributing to organisational/institutional strategic planning		X
Extensive experience of event management, including performance production in varied venues and producing large scale dance/arts projects.	X	
Experience of fundraising and writing fundraising applications.	X	
Substantial experience of working in variety of participatory settings including with children and young people, disability, older people, community and health.	X	
KNOWLEDGE/UNDERSTANDING OF		
Very good knowledge and interest in contemporary dance	X	
Strong understanding of the school curriculum and the way schools work	X	
Excellent knowledge of current developments within the dance education, youth and community sector including health, disability and work with older people	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 health, disability, youth, community and education sectors	X	
Understanding of quality assurance, monitoring and evaluation systems and frameworks	X	
Understanding of HE sector (including research) and potential links to Learning and Participation activities	X	
Very good understanding of safeguarding issues as related to working with children, young people and vulnerable adults	X	
SKILLS		
A strong attention to detail (a high level of accuracy)	X	

Excellent analytical and problem solving skills (a proactive approach to problem solving)	X	
Strong MS Office skills and the ability to work with databases and administer financial systems	X	
Very strong planning and organisational skills including the ability to prioritise a busy workload	X	
Very 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) relating to people of diverse ages, abilities, backgrounds and needs.	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, collaborative 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 weekend working.	X	
An enhanced Disclosure and Barring Service check will be required	X	

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). 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 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 7, Incremental Points 30 - 36, £36,193 - £42,478 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.
Holidays:	25 days p.a. 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 Employers contribution currently at the rate of 18.5% 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