# WIDENING PARTICIPATION MANAGER
## LEARNING AND PARTICIPATION (MUSIC)

**Full-Time, Permanent**

## JOB DETAILS - CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Job Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Job Advertisement</td>
</tr>
<tr>
<td>3</td>
<td>Job Description</td>
</tr>
<tr>
<td>5</td>
<td>Person Specification</td>
</tr>
<tr>
<td>7</td>
<td>Conditions of Service Summary</td>
</tr>
<tr>
<td>8</td>
<td>The Department Information on Trinity Laban</td>
</tr>
<tr>
<td>9</td>
<td>Conservatoire of Music &amp; Dance</td>
</tr>
</tbody>
</table>
WIDENING PARTICIPATION MANAGER - LEARNING AND PARTICIPATION (MUSIC)

Contract: Full-Time, Permanent
Salary: £35,558 – 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 are looking for an exceptional individual to join our Learning & Participation team (Music) as Widening Participation Manager, working at a strategic project management level across our widening participation programmes.

You will be responsible for overseeing the widening participation programmes, including those providing first access to musical opportunity within schools, as well as Animate Orchestra and activities that promote progression in musical learning by young people from all walks of life. The post holder will work closely with colleagues in Junior Trinity, as well as collaborating with wider Learning and Participation teams within both Faculties of Music and Dance.

An in-depth knowledge of music, education and youth arts is essential. You should have excellent project management and organisational skills, be a confident line manager, possess a critical eye and the ability to think at a strategic level.

Flexible working will be required including some evening and weekend work, together with an enhanced Disclosure and Barring Service check (DBS) 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.

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 email staffrecruitment@trinitylaban.ac.uk or contact Chloe Roper on 02083054382.

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

Closing Date: 12 Noon, Friday 19 May 2017.

Interview Date: Tuesday 6 June 2017.

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: Widening Participation Manager
Department: Learning & Participation (Music)
Reporting to: Head of Children & Young People’s Programmes
Contract: Full-time, Permanent
Salary Grade: 7
Line Management: Programme team members, including freelance creative practitioners and artists, Projects Co-ordinator and Graduate Intern.

PURPOSE OF THE POST

The Widening Participation (WP) Manager will take a leading role in the management and delivery of Trinity Laban’s widening participation (music) programmes. Working to the vision set by the Head of Children and Young People’s (CYP) programmes, the WP Manager will contribute to institutional strategy, oversee the creative content, sustainability, planning, organisation, day to day administration, monitoring and evaluation of projects and programmes.

The WP Manager will report to the Head of CYP Programmes, but will also work alongside colleagues from Learning & Participation (Music), Junior Trinity, Learning & Participation (Dance) and the Performance Department.

MAIN RESPONSIBILITIES

- To take a leading role in the strategic development, vision and delivery of the Learning & Participation (Music) programme.
- To devise and project manage a range of WP focused projects for children, young people and families from first access opportunities in schools and other settings, to projects aiming to support children and young people from under represented sectors of the community, to higher levels of learning.
- Recruitment, line management and development of WP programme team members, including freelance creative practitioners and artists, Projects Co-ordinator and Graduate Intern.
- To take a leading role in ensuring the safeguarding and care of participants engaged in WP programme activity.
- Working in partnership with a range of stakeholders from local music hubs, to policy making departments.
- To keep abreast of sector intelligence, thinking and development, and ensure Trinity Laban WP programmes respond to wider strategic priorities and needs.
• To work alongside the Head of CYP Programmes and the Development Department to secure funding and resources for WP activities, including developing and writing bids and reports.

• To work to measure the impact of the WP programme, alongside colleagues in L&P Music, Research and / or with external evaluators, contributing to relevant monitoring and evaluation systems, data collection and reporting.

• Managing relevant budgets, working to the Institution’s financial systems and procedures, and with relevant colleagues in Finance and Payroll, to given financial targets.

• Dealing with enquiries relating to WP programmes from stakeholders, partner organisations, parents and young people. Assisting more junior WP team members to resolve more complicated or contentious issues.

• To plan, develop and lead on delivery of WP related marketing strategy and campaigns, and to compile and source copy and images.

• Attending/observing courses, events, workshops, performances and meetings in order to feedback and inform future planning and to represent or advocate for Trinity Laban and / or the Learning & Participation team(s) at a strategic level.

• Practical planning and support for activities as required, e.g. booking venues, moving equipment, compiling plans and schedules, arranging meetings.

• To support the training of Trinity Laban students on WP related projects and programmes through organisation of placements, shadowing and other practical opportunities, and through taught content and feedback to schools workshops as part of the new BMus specification.

• To contribute to the wider learning & participation strategy and thinking, in particular around the quality and impact of projects and programmes.

• To contribute to the ongoing development of Learning & Participation (Music) departmental systems and procedures.

• To deputise where necessary for the Head of Children’s and Young People’s programmes.

• To carry out any other duties which might reasonably be requested by the Learning and Participation (Music) Team.

**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. 

*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. Trinity Laban has a no smoking policy on its premises.*
# Widening Participation Manager

## Person Specification

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<thead>
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<th>Criteria</th>
<th>Essential</th>
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</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
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<tr>
<td>First Degree in Music /Performing Arts or equivalent qualification.</td>
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<tr>
<td><strong>Experience</strong></td>
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<td>Extensive experience of music education /arts project management and arts education programmes.</td>
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<td>Experience of budgeting/financial management, marketing and fundraising, including successfully applying for grant funding and compiling end of grant term funding reports.</td>
<td>X</td>
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<td>Experience of working directly with children and young people</td>
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<td>Experience of line managing individual staff members, contracting and managing freelance artists and practitioners, and leading and motivating teams across programmes of work</td>
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<td>Experience of working in a cross arts capacity.</td>
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<td>Experience of working within project partnerships.</td>
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<td>Experience of producing/ managing performances, both large and small scale.</td>
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<td><strong>Knowledge/Understanding Of</strong></td>
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<td>Knowledge of a range of musical genres and traditions.</td>
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<td>Clear understanding of the school curriculum and the way schools work.</td>
<td>X</td>
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<td>Excellent knowledge of current developments within the music education, family and youth arts sector.</td>
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<td>Good knowledge and understanding of progression routes in music including further, higher and vocational sectors.</td>
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<td>Understanding of the music education and arts funding environment</td>
<td>X</td>
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<td>Understanding of the music education landscape on a national regional and local level.</td>
<td>X</td>
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<td>Understanding of equal opportunities issues as related to music and its role within education and community sectors.</td>
<td>X</td>
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<td>Understanding of quality assurance within an arts / education project context.</td>
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<td>Understanding of the pastoral requirements of work within a Widening Participation context.</td>
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<td>Extensive experience in using monitoring and evaluations systems, including working with external evaluators.</td>
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<td><strong>Skills</strong></td>
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<td>High level thinker, able to ensure programmes respond to wider needs, strategy and policy.</td>
<td>X</td>
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<td>Strong planning and organisational skills including the ability to juggle multiple projects and prioritise a busy workload.</td>
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<td>A strong attention to detail (a high level of accuracy.)</td>
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<td>Strong MS Office skills and the ability to work with a database and administer financial systems.</td>
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Excellent communication skills with the ability to form positive relationships with professionals and members of the public of diverse age and background. X

Excellent written communication skills in a variety of contexts, from creating cogent arguments for funding, to strong branding messages. X

Excellent interpersonal skills (an approachable manner) including the ability to relate and communicate with children, young people and their families. X

Ability to lead and work effectively within teams. X

Ability to work using own initiative. X

Able to work efficiently and effectively under pressure, delegating appropriately, 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

Commitment to ongoing learning and professional development .

An awareness of issues relating to data confidentiality and the ability to apply these in a professional situation. 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

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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.
WIDENING PARTICIPATION MANAGER

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract: Full-time permanent contract subject to six-month probationary period and a 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, 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. Flexible working will be required with occasional evenings and Saturday working.

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, £35,558 - £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. rising to 30 days p.a. after 5 years service 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 Conservatoire of Music and Dance operates the Statutory Sick Pay Scheme.

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.
THE DEPARTMENT

Learning and Participation (Music) is a department in the Music Faculty. We work closely with our colleagues in Learning and Participation (Dance), Junior Trinity and Blackheath Halls.

Our key drivers are
- To share the world class facilities and expertise of Trinity Laban with a wider community (Knowledge Exchange)
- To widen participation in music education
- To provide real world experience in professional musical leadership to Trinity Laban students

THE LEARNING & PARTICIPATION (MUSIC) TEAM

From spring 2015 we introduced a new staffing structure in the Learning & Participation Department (Music) bringing all our work with children and young people under one team, under the management of Tabby Estell, Head of Children and Young People’s Programmes. The new structure sees us working ever more closely with colleagues in Junior Trinity to deliver a joined up offer to children and young people, as well as adult learners and artists undergoing professional development.

The Widening Participation Manager role focuses on the management and delivery of widening participation related strategy and programming, and in particular the progression links into Junior Trinity provision. Both the WP Manager and Junior Trinity Programme Manager are line managed by the Head of Children & Young People’s programme.
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