

# TRINITY LABAN

## PROJECTS COORDINATOR Children & Young People's Programmes (Music)

Part time (0.8 FTE), fixed term (1 year)

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# TRINITY LABAN

## Projects Coordinator – Children & Young People’s Programmes (Music)

Contract: Part-time (0.8 FTE), fixed term (1 year)

Salary: £30,597 to £34,218 p.a. pro rata, including LWA (starting pay spine)

We are seeking an experienced and creative-thinking Projects Coordinator to join our Public Engagement team and play a vital role in the delivery of our music programmes for schools, children and young people. Trinity Laban is striving to achieve excellence beyond tradition, creating a home for performing artists in which boundaries are pushed, collaborations are key, and artistic pioneers are made. We are a world-leading home for students from non-traditional backgrounds with a programme of activity that reaches out to all sections of society, centring the performing arts as a force for cultural and social progress.

You will co-ordinate a range of participatory arts projects, focusing in particular on, but not solely limited to, projects working with and in schools, and with young people in out-of-school and community settings, developing partnerships and new initiatives, and our annual summer school.

Previous project management / arts administration experience is essential, as is a practical knowledge of music and an interest in the arts as a force for change. You should have excellent organisational skills, a willingness to learn, the ability to work as part of a team, and be able to demonstrate initiative.

Occasional evening and weekend work are required. You will also be required to undertake a Disclosure & Barring Service check (DBS), to confirm that you are not on the barred list of individuals who are unsuitable for working with children.

As an equal opportunity 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.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your supporting statement, otherwise we will not be able to consider your application.

Closing Date: 23:59 hours BST, Mon 7 July 2025 (No Agencies)

Interview Date: Tuesday 15 July or Wednesday 16 July 2025

*For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on: [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk)*

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of 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.*

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## Job Description

Post:	Projects Coordinator, Children & Young People's Programmes (Music)
Department:	Public Engagement
Reporting to:	Widening Participation Manager
Grade:	5
Contract:	Part-time (0.8 FTE), fixed term (1 year)

### PURPOSE OF ROLE:

To work within the Children & Young People's Programmes' team to project manage and administrate a range of music projects, with a particular focus on, but not solely limited to projects working with and in schools, and with young people in out-of-school and community settings, developing partnerships and new initiatives, and our annual summer school. As part of and supported by a 3-person team, the coordinator will be involved in planning, co-ordinating, marketing, delivery, monitoring and evaluation of projects. Projects and programmes currently include:

- Schools' Concert Series for Key Stages 1-5 – a series of concerts by Trinity Laban students for school groups
- The Young Musicians' Summer School
- In-school projects and events, both in regular partnership schools in our local boroughs, and also as part of initiatives such as Jazz on Tour in-school concerts and the Musical Theatre schools' tour
- Weekend and holiday events and projects, including Animate – our renowned programme of creative ensemble music-making courses and collaborations
- Super Sonics and The Sessions – interactive performance workshops in schools delivered by Trinity Laban students
- The Jazz Hang – a year-round programme of jazz training for 10 – 16-year-olds delivered through a partnership with Tomorrows' Warriors and Lewisham Music
- Other one-off events for schools, children and young people.

### Main duties

- 1.Co-ordination of Children & Young People's Programmes' music projects, performances, and workshops, with a particular focus on, but not solely limited to projects working with and in schools, and with young people in out-of-school and community settings, and our annual summer school.
- 2.Planning and implementation of project marketing strategies working alongside Brand & Communications colleagues, including devising promotional materials, and writing webpage and social media copy and project recruitment forms.

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3. Delegating tasks to student assistants and those on placement, offering support as appropriate.
4. Helping to inform, develop and maintain a high-quality participant experience, acting as the main point of contact for enquiries from participants, parents/carers, members of the public and partner organisations
5. Liaising with creative practitioners, Trinity Laban colleagues and student assistants, schoolteachers and project partners to develop and effectively deliver our projects
6. Practical planning and support for activities and events as required, e.g. booking venues, moving instruments and equipment, compiling plans and schedules, arranging meetings and 'on the day' event management
7. Managing project finances working to financial systems and processes in liaison with the Finance Department.
8. Undertaking monitoring and evaluation of projects and activities, including entering project data into databases.
9. Attending/observing projects, courses, events, workshops, performances and meetings in order to feedback and inform future planning.
10. Representing the team and Trinity Laban through attendance at external events, conferences and training.
11. Contributing to planning and development of Children & Young People's Programmes and broader Public Engagement strategy, processes and programming.
12. Contributing to work to achieve income generation and fundraising targets.
13. Contributing to a positive team culture of reflection, wellbeing and learning.
14. To carry out any other duties which might reasonably be requested by the Widening Participation Manager and / or Artistic Director.

## The Postholder must:

- Be available to work evenings and weekends as necessary to help coordinate or attend events and performances
- Be available for regional travel from time to time
- 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.

## Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.

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If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker route.

## Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.

## 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 <https://www.trinitylaban.ac.uk/about-us/>.

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.

## About our Public Engagement work:

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

Trinity Laban's Public Engagement activity is managed and delivered across three sub-teams. There are separate – but collaborating – Children & Young People's Programmes for Music and Dance, which also oversee Junior Trinity – our Saturday junior music conservatoire – and the Centre for Advance Training – our Saturday dance school. The third sub-team is the Community & Artist Development Programme, working across music and dance with a focus on older learners, arts and health, and the professional development of artists in the community and beyond.

For more information on our work with schools and young people, visit: <https://www.trinitylaban.ac.uk/schools/>

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## Projects Coordinator, Children & Young People's Programmes (Music) – Person Specification

<i>Criteria</i>	<i>Specification</i>	<i>E/D</i>	<i>Measured By</i>
<b>Education / Qualifications</b>	<i>Degree in Music/Performing Arts or equivalent qualification</i>	<i>Desirable</i>	<i>Application</i>
<b>Experience</b>	<i>Previous experience of co-ordinating education or community-based arts, cultural or educational projects</i>	<i>Essential</i>	<i>Application</i>
	<i>Previous experience of working on projects with child learners</i>	<i>Desirable</i>	<i>Application/ Interview</i>
<b>Knowledge / Understanding</b>	<i>Understanding of music education and the current developments and challenges within the music education and participatory arts sectors</i>	<i>Essential</i>	<i>Application/ Interview</i>
	<i>Understanding of the role music can play in the lives and learning of people from diverse backgrounds</i>	<i>Essential</i>	<i>Application/ Interview</i>
	<i>Knowledge of a range of musical genres and traditions</i>	<i>Desirable</i>	<i>Application</i>
	<i>A practical understanding of using monitoring and evaluation systems</i>	<i>Essential</i>	<i>Interview</i>
<b>Skills and Abilities</b>	<i>An understanding of quality and success within a participatory arts projects context</i>	<i>Essential</i>	<i>Interview</i>
	<i>Strong planning and organisational skills, including the ability to juggle multiple projects, use own initiative and prioritise a busy workload and work to deadlines</i>	<i>Essential</i>	<i>Application/ Interview &amp; Test</i>
	<i>Project management skills, including the ability to use project management systems, tools and processes</i>	<i>Desirable</i>	<i>Application</i>
	<i>Strong MS Office (or comparable software) skills and a demonstrated ability to work with other software that would help you fulfil the role</i>	<i>Essential</i>	<i>Application/ Test</i>
	<i>Strong analytical and problem-solving skills</i>	<i>Desirable</i>	<i>Test</i>
	<i>Excellent verbal and written communication skills</i>	<i>Essential</i>	<i>Application, Interview &amp; Test</i>
	<i>Ability to work effectively within teams, supporting and providing support to others</i>	<i>Essential</i>	<i>Interview</i>
	<i>Ability to respond empathetically, calmly and diplomatically in challenging situations</i>	<i>Desirable</i>	<i>Interview</i>
<b>Personal Qualities</b>	<i>A commitment to the principles of equal opportunities and diversity, and the application of these in a music education context</i>	<i>Essential</i>	<i>Application/ Interview</i>
	<i>Reliable and conscientious</i>	<i>Essential</i>	<i>Interview</i>
	<i>A flexible approach to work and willingness to learn</i>	<i>Essential</i>	<i>Interview</i>
	<i>A commitment to ongoing learning and professional development</i>	<i>Essential</i>	<i>Interview</i>
<b>Special Requirements</b>	<i>The role involves work within a regulated setting and as such an Enhanced DBS check is required</i>	<i>Essential</i>	<i>Interview/ post-interview</i>

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

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## Conditions of Service Summary

### 🔗 Staff Benefits

Contract:	Part-time (0.8 FTE), fixed term (1 year) subject to a 6-month probationary period.
Hours:	28 hours per week, with office hours usually from 9am to 5 pm Monday to Friday (with a daily lunch break of one hour). Exact working pattern to be negotiated with new post-holder. Some evening and weekend working will be required, for which time off in lieu will be given.
Location:	You will be based at the King Charles Court, Old Royal Naval College but may also be required to work at the Laban Building, Creekside. Occasional remote working may be requested.
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 – 21, £30,597 - £34,218 p.a. pro rata, inclusive of a London Weighting Allowance of £4,259 p.a. pro rata. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a. 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, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.
Car Parking:	A limited number of parking spaces are available at the Old Royal Naval College and 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:	Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.

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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.
Cycle to Work:	A cycle to work scheme is operated
Give as you earn:	A give as you earn scheme is operated.

## Information on Trinity Laban

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 in a number of outstanding locations, including the 17<sup>th</sup>-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 [www.trinitylaban.ac.uk](http://www.trinitylaban.ac.uk)