

# TRINITY LABAN

## Executive Assistant to the Principal

Full-Time, permanent

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## Executive Assistant to the Principal

Contract: Full-Time, permanent

Salary: £42,508 – £49,672 p.a. (Including LWA)

*An exciting opportunity has arisen to work closely with the Principal of Trinity Laban as his Executive Assistant. In this key role, the post holder will support the Principal in accomplishing all aspects of his portfolio and hold the strategic overview for the delivery of work within the Executive team, and the Principal's Office team.*

*To join our team, you will be educated to degree level and have previously held a similar role either in an HEI or arts environment. You will have excellent communication skills and organisational abilities and the capability to deal with a busy and varied workload. You will also be an enthusiastic team worker with commitment and reliability. Experience and knowledge of working in a specialist institution is desirable, in particular in the fields of music and/or dance.*

*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.*

- **How to apply:** please send an up to date CV and covering letter addressing ALL of the essential criteria as stated in the Person Specification directly to Elizabeth Rees, Executive Assistant to the Principal at [e.rees@trinitylaban.ac.uk](mailto:e.rees@trinitylaban.ac.uk)
- **Closing Date:** 23:59 hours BST, 25 June 2025 (No Agencies)
- **Interview Dates:** Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> July 2025

*For any queries about this position that are not covered in the job pack, please email Elizabeth Rees, Executive Assistant to the Principal at [e.rees@trinitylaban.ac.uk](mailto:e.rees@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:            | Executive Assistant to the Principal  |
| Department:      | Principal's Office  |
| Reporting to:    | Principal   |
| Grade:           | 7   |
| Contract:        | Full-Time, permanent  |
| Line management: | Senior Assistant to the Artistic Director and Executive Support Administrator |

### PURPOSE OF ROLE:

- The post-holder will provide confidential administrative support within the Principal's Office, in particular, supporting the work of the Principal and the Executive team.
- The post-holder will hold the strategic overview for the delivery of work within the Principal's Office, ensuring that the execution of this work as well as the responsibilities of the Principal and the Executive team are met.
- The post-holder will ensure the smooth and efficient running of all aspects of the Principal's Office and that the department is well regarded for its effectiveness and efficiency

### Main duties

1. Responsible for overall leadership of confidential administrative support to the Principal's Office, including managing complex diary commitments, arranging internal and external meetings, making domestic and international travel plans and dealing with a wide range of issues in respect of the Principal and the Executive team.
2. Email management on behalf of the Principal including regular monitoring and prioritising of emails, delegation of emails to appropriate staff members and responding to queries on behalf of the Principal within agreed parameters.
3. Plan the agenda, take the minutes and participate in the weekly Executive Communications Team meetings. Ensure accurate arrangement of meeting schedules, prompt completion of minutes and follow up on all agreed action points with colleagues, as well as ensuring clear communication with the Executive Team.
4. Manage and support the duties of the Senior Assistant to the Artistic Director and Executive Support Administrator in conjunction with relevant Executive Team members.

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Oversee and be responsible for the delivery of this support, ensuring workflows and time allocations accord with the Conservatoire's strategic priorities and changing day-to-day needs.

5. Regular project management and collaboration with Brand & Communication and Corporate Affairs teams, focusing on staff & student communications, fundraising & donor development, public affairs relationship building and student recruitment (international & UK based).
6. Draft correspondence including all staff and student emails, letters and reports on behalf of the Principal. Work closely with the Head of Brand & Communications to ensure all communications are delivered according to the internal communications plan.
7. Event management of various events including annual Graduation ceremonies, key profile-raising events and staff socials/town halls. Work in collaboration with all departments to ensure successful delivery of these key events.
8. Manage and monitor the Principal's Office budget including setting of annual budgets, monitoring monthly spend, posting items (invoices and purchase orders) to the financial management system Agresso, ensuring that all such matters are processed efficiently.
9. Process monthly credit card statements and expenses on behalf of the Principal and to ensure that the Executive Team expenses are authorised efficiently by the Principal.
10. In conjunction with the Director of Corporate Affairs, Registrar and Principal, liaise with and support the Chair of Trinity Laban as well as the other Board members to ensure that they can carry out their roles in an effective and efficient manner. Act as a key communication channel for the Chair of Governors & Board to the Principal and senior executive team and other colleagues
11. Develop administrative systems to support the Principal in their strategic leadership of the Conservatoire.
12. Review and advise the Principal on all Institution-wide protocols and procedures affecting the smooth running of the institution's administration as required.
13. Represent the Principal's Office to all external and internal stakeholders whereby the perception of these individuals is of a well ordered and efficient department that is responsive and alert to their requirements and enquiries.
14. Identify and initiate staff development opportunities for Principal's Office staff within line management remit.
15. Deputise for the Senior Assistant to the Artistic Director when required.
16. Undertake such project work as may be required by the Principal and Executive Team members.
17. Be familiar with external agencies (e.g. OfS, QAA, London Higher, HESA, CUK, ACE) and partnership organisations. Keep up to date with published information relating to the

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higher education sector, particularly music and dance (e.g. TEF, REF, RDAP, RISTA, AUA, and NSS) and keeping knowledge of administrative processes current and sharing best practice across the administrative network.

## The Postholder must:

- *Be available to work evenings and weekends as necessary to attend events and performances*
- *Be available for regional or overseas 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, one of which must be from your most recent employer.*

*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.*

## 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.*

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## EA to the Principal Person Specification

| Criteria                          | Specification  | E/D       | Measured By           |
|-----------------------------------|--|-----------|-----------------------|
| <b>Education / Qualifications</b> | Good academic record up to completed first degree or equivalent  | Essential | Application/Interview |
|                                   | Appropriate professional qualifications/training   | Desirable | Application/Interview |
| <b>Experience</b>                 | Senior level administrative support including extensive diary management, committee servicing and information gathering  | Essential | Application/Interview |
|                                   | Handling confidential information and communications in a sensitive and effective manner                                 | Essential | Application/Interview |
|                                   | Leading and managing projects  | Essential | Application/Interview |
|                                   | Drafting correspondence, reports and presentations   | Essential | Application/Interview |
|                                   | Experience of managing a team of administrative staff  | Essential | Application/Interview |
| <b>Knowledge / Understanding</b>  | Of the Higher Education sector   | Essential | Application/Interview |
|                                   | Music and/or dance training  | Desirable | Interview             |
|                                   | The specialist institution sector  | Desirable | Interview             |
|                                   | Finance System experience  | Desirable | Interview             |
| <b>Skills and Abilities</b>       | Excellent planning, organisational and project management skills (including attention to detail)                         | Essential | Application/Interview |
|                                   | Excellent written and verbal communication skills  | Essential | Application/Interview |
|                                   | Computer literacy, MS Office Suite   | Essential | Application/Interview |
|                                   | Ability to manage multiple projects  | Essential | Application/Interview |
|                                   | Ability to demonstrate a high level of commitment as well as problem solving skills                                      | Essential | Application/Interview |
|                                   | Excellent interpersonal skills   | Essential | Application/Interview |
|                                   | Ability to maintain high levels of confidentiality as appropriate  | Essential | Application/Interview |
| <b>Personal Qualities</b>         | Ability to prioritise a varied and busy workload and meet deadlines  | Essential | Application/Interview |
|                                   | Friendly and professional approach to internal and external colleagues and stakeholders                                  | Essential | Application/Interview |
|                                   | Ability to quickly and smoothly adapt to a way of working with the Principal which provides the optimum level of support | Essential | Application/Interview |
|                                   | Enjoys working within a team and independently   | Essential | Application/Interview |

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## Conditions of Service Summary & Staff Benefits

|                           |   |
|---------------------------|---|
| <b>Contract:</b>          | <i>Full time, subject to a 6 month probationary period</i>  |
| <b>Hours:</b>             | <i>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.</i>  |
| <b>Location:</b>          | <i>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.</i>  |
| <b>Salary:</b>            | <i>Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 – 36, £42,508 - £49,672 p.a., inclusive of a London Weighting Allowance of £4,259 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.</i>   |
| <b>Holidays:</b>          | <i>25 days, in addition to Statutory, Bank and Public Holidays. This rises to 30 days after 5 years' service</i>  |
| <b>Sick Pay:</b>          | <i>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.</i>  |
| <b>Pension Scheme:</b>    | <i>USS pension - 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.</i> |
| <b>Staff Development:</b> | <i>A range of Staff Development opportunities are available.</i>  |
| <b>Library:</b>           | <i>The Laban Library &amp; Archive and the Jerwood Library of the Performing Arts are available for use.</i>  |
| <b>Car Parking:</b>       | <i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>   |
| <b>Cafeteria:</b>         | <i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>  |
| <b>Events:</b>            | <i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>   |
| <b>Classes:</b>           | <i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>  |
| <b>Eye Care:</b>          | <i>Vouchers for eye tests are available for VDU users.</i>  |

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**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)*