

# TRINITY LABAN

## Alumni Relations Officer 0.8 FTE, Permanent

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# TRINITY LABAN

## Alumni Relations Officer

Contract: Permanent, Part time (28 hours per week)

Salary: Grade 5, £31,026- £34,697 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.

The Alumni Relations Officer (0.8FTE) is a new role that will support the Alumni Relations Manager in delivering an engaging programme of benefits, services and communications to Trinity Laban alumni. The postholder will play an important role in ensuring that Trinity Laban's alumni records are accurate and up to date and will work with colleagues to highlight inspiring alumni stories.

Applicants must be able to demonstrate strong administrative experience, with outstanding research and organisational abilities, experience in producing communications, excellent IT skills and the drive for dealing with a busy and varied workload, frequently working under pressure to meet deadlines. Applicants must additionally be able to demonstrate a real enthusiasm for relationship building and supporting the Trinity Laban alumni community.

*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.*

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: Monday 20 October 2025, 23:59 hours BST (No Agencies)

Interview Date: Thursday 6 November 2025

*For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, Talent Resourcing and Organisational Development Officer at: [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:	Alumni Relations Officer
Department:	Corporate Affairs
Reporting to:	Alumni Relations Manager
Grade:	5
Contract:	0.8 FTE, permanent

### PURPOSE OF ROLE:

1. Under the direction of the Alumni Relations Manager, to support the alumni relations programme at Trinity Laban and assist with delivering the objectives of the Alumni Relations Strategic Plan
2. To accurately record alumni activity on the alumni relations database (The Raiser's Edge NXT), ensuring the integrity of data entered and improving the quality and usefulness of existing data
3. To support alumni in accessing the benefits of belonging to the Trinity Laban community
4. To assist the Alumni Relations Manager in identifying, developing and nurturing strategic institutional relationships with Trinity Laban alumni (in the UK and internationally) in support student recruitment, philanthropy, employability and wider institutional goals.
5. To work with colleagues across Corporate Affairs and academic departments to nurture a warm and reciprocally supportive alumni community

### Main duties & responsibilities

6. Support the broader work of the POD team and undertake any other duties commensurate with the role and grade, as determined by the Head of People & Organisational Development.
7. Support alumni communications such as e-newsletters, promotional emails and printed newsletters including gathering content, writing and disseminating.
8. Research and prepare the weekly careers bulletin.
9. Database Management (adding new entries, updating records and recording actions) to contribute to the development and maintenance of the database (Raiser's Edge). Preparing segments for mailings and creating queries for reporting.
10. Manage and administer alumni space hire.
11. Keep the Alumni Facebook page updated with regular and relevant posts.
12. Identify content for other social media platforms.
13. First point of contact for all alumni enquiries via email and phone; signposting where appropriate to other departments.

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14. Undertake research about Trinity Laban alumni to support institutional activities.
  15. Identify relevant alumni news to include on the website and social media platforms and where necessary support the Alumni Relations Manager and the Brand and Communications Team with writing web news stories about alumni.
  16. Support the planning and delivery of events for alumni or with alumni speakers (in person or online).
  17. Administration to support the Alumni Relation programme.
  18. Other tasks to support the Alumni Relations Manager as directed.
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## Other Responsibilities

- Undertake such other reasonable responsibilities and tasks which may, from time to time, be assigned by the Alumni Relations Manager or Director of Corporate Affairs.

## The Postholder 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, including no smoking on any of our premises.*

## Offers of Employment

*All offers of employment are made on a provisional basis and are subject to the following pre-employment checks:*

- *Verification of your Right to Work in the UK*
- *Confirmation of stated qualifications*
- *Receipt of satisfactory references*

*References will not normally be requested until a provisional offer has been made. At least one reference must be from your current or 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 and options relating to visas.*

*Please be aware that all visa routes have their own eligibility criteria and that this role is currently ineligible for sponsorship under the Skilled Worker route.*

## 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.*

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## Alumni Relations Officer

### Person Specification

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	<i>Educated to degree-level or equivalent, or possessing appropriate professional/post-experience qualifications</i>	<i>Essential</i>	<i>Application</i>
<b>Experience</b>	<i>Experience of working in an Arts or Education organisation or experience in a similar administrative support role</i>	<i>Essential</i>	<i>Application and interview</i>
	<i>Experience working with large quantities of data / data entry</i>	<i>Essential</i>	<i>Application, Interview and Test</i>
	<i>Experience of creating communications</i>	<i>Desirable</i>	<i>Application and interview</i>
	<i>Experience of working in a customer service or customer facing role</i>	<i>Desirable</i>	<i>Application and interview</i>
<b>Knowledge or Understanding</b>	<i>Knowledge and keen interest in dance and / or music and the arts</i>	<i>Essential</i>	<i>Application and interview</i>
	<i>Understanding of social media platforms</i>	<i>Desirable</i>	<i>Application and interview</i>
<b>Skills and Abilities</b>	<i>Strong attention to detail and a high level of accuracy</i>	<i>Essential</i>	<i>Application and test</i>
	<i>Strong planning and organisational skills with the ability to prioritise own workload and adapt to changing priorities</i>	<i>Essential</i>	<i>Interview and test</i>
	<i>Excellent verbal and written communications skills. The ability to write copy for different channels i.e. website, social media, email and newsletters</i>	<i>Essential</i>	<i>Application, interview and test</i>
	<i>Excellent MS Office skills</i>	<i>Essential</i>	<i>Application, interview and test</i>
	<i>Strong online research skills</i>	<i>Desirable</i>	<i>Application and interview</i>
<b>Personal Qualities</b>	<i>Ability to maintain confidentiality and handle sensitive information appropriately</i>	<i>Essential</i>	<i>Application</i>

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for the successful candidates as we have exhausted the number allocated to us for the current year. 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

<b>Contract:</b>	<i>Permanent, part-time (0.8 FTE) sub 6-month a 6-month probationary period.</i>
<b>Hours:</b>	<i>28 per week (0.8 FTE) per week To be completed in a pattern agreed between the successful candidate and the line manager – for example, 4 days per week usually from 9.00 am to 5.00 pm (with a daily lunch break of one hour) days TDB, or five shorter days per week. 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 in King Charles Court, Old Royal Naval College, Greenwich, but may also be required to work at the Cottages of the Laban building, Creekside.</i>
<b>Salary:</b>	<i>Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £31,026 - £34,697 p.a. pro rata, inclusive of a London Weighting Allowance of £4,319 p.a. pro rata. 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 pro rata per annum in addition to Statutory, Bank and Public Holidays. We are also closed for three days over the Xmas break in addition to the above.</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 – upon starting you will be auto-enrolled into the Universities Superannuation Scheme. 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>Library:</b>	<i>The Laban Library &amp; Archive and the Jerwood Library of the Performing Arts are available to 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, meals 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, as well as a £50 contribution towards the cost of a pair of glasses if required.</i>
<b>Health:</b>	<i>Reduced rates for Health services and access to the Cash 4 Health plan. Details</i>

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*are available from the Health Department.*

**Cycle to Work:** *A cycle to work 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. **To find out more, visit [www.trinitylaban.ac.uk](http://www.trinitylaban.ac.uk)***