

TRINITY LABAN

Development Officer

Full Time, Permanent

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Development Officer

Contract: Full-time, Permanent

Salary: £29,293 – £32,914 p.a. (Including LWA), pay award in progress

Trinity Laban is a place where global arts collaborators and creators discover, share and cultivate inspiration. We are a place where boundaries are moved, connections are forged, and futures are made. We are a one-of-a-kind conservatoire that truly redefines 'excellence'. Trinity Laban is a space where creatives of the future can skilfully push the boundaries of their art form.

The postholder works under the direction of the Head of Development who oversees strategic planning and professional standards of the development team. A primary role of this post is to support stewardship and engagement with current and prospective supporters, with an emphasis on the planning and delivery of a diverse range of high-quality events including campus visits, private dinners, and showcase performances onsite or at leading London venues.

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.

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: 23:59 hours BST, Thursday 31 October 2024, (No Agencies)

Interview Date: Tuesday 12 November 2024

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.

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.

JOB DESCRIPTION

Post:	Development Officer
Department:	Corporate Affairs
Reporting to:	Head of Development
Grade:	5
Contract:	Full-Time

Purpose of role

- Coordinate a fundraising events programme, including a busy ongoing schedule of bespoke concerts, drinks receptions, and VIP visits to campus
- Run the day-to-day operation of the development team's finance and stewardship processes, ensuring all donations are thanked and tracked appropriately
- Lead the cultivation of new smaller donors, and personally steward relationships with some of our long-term regular donors
- Build excellent working relationships with other departments and our students
- Support the development manager and head of development to achieve the development team's annual income targets

Main duties

1. Event Management

- Coordinate event activity in respect of cultivation, stewardship, fundraising and other events
- Plan and manage all administrative processes in relation to the events programme, including invitations, guest research and briefings
- Liaise with service providers such as caterers and venue managers
- Liaise with other departments, including Performance Planning, and Communications
- Liaise with academic staff and students
- Evaluate and report upon event outcomes

2. Stewardship

- Take responsibility for undertaking or coordinating stewardship activity for the development team, advising and assisting colleagues in other departments as needed
- Ensure high quality care and attention of supporters, and the delivery of

stewardship plans

- Coordinate effective and timely communications with donors and supporters, including production of a monthly newsletter
- Ensure the fulfilment of gift agreements and administer gift renewals
- Track and monitor donation income
- Prepare communications with donors including gift acknowledgements, scholar reports and supporter newsletters
- Monitor and report upon achievement of stewardship plans

3. Projects and campaigns

- Work with the Head of Development to formulate and potentially lead on cultivation and solicitation strategies for entry-level prospective donors
- Plan and manage special projects or campaigns from time to time, according to the requirements of the post

4. Relationships and contacts

- Providing briefings for Board members and senior staff
- Collaboration with other departments and outside venues to plan and deliver events
- Working with student ambassadors and scholars to build supporter relations
- Contacting, speaking to and meeting donors and supporters

5. Other Duties

- Gain knowledge and appreciation of the distinctive programmes offered at Trinity Laban, and of the work of the Blackheath Halls
- Develop skilled use of the Raiser's Edge database
- Undertake work at other Trinity Laban sites and external venues as needed.
- Other duties and responsibilities as may be required from time to time according to the needs of the post or the corporate affairs directorate

6. Special requirements

- To maintain confidentiality of Development Department contacts
- To comply with all relevant data protection legislation
- To act with professionalism and integrity on behalf of Trinity Laban. • Ability to attend meetings and events outside normal working hours, and attendance at conferences or seminars.

The post holder must:

- Be committed to Trinity Laban's Equality and Diversity Policy
- Adhere to all policies and procedures relating to Health and Safety in the workplace
- Positively promote the profile and image of the Trinity Laban wherever possible

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.

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/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

Development Officer

Person Specification

Criteria	Specification	E/D	Measured By
Education/ Qualifications	Educated to degree-level or with equivalent experience	Essential	Application
Experience	Events management or other type of time-critical project management	Desirable	Application
	Professional fundraising experience with a university or charity	Desirable	Application and Interview
	Use of a mailing system such as Dotmailer	Desirable	Application
	Database Experience, preferably Raiser's Edge	Desirable	Application
Knowledge or Understanding	The performing arts, music, dance, and musical theatre in particular	Desirable	Interview
Skills and Abilities	Excellent writing skills and strong attention to detail	Essential	Test
	Able to take pro-active role in events and stewardship management	Essential	Application and Interview
	Good verbal communication skills, including telephone calling	Essential	Application and Interview
	Strong IT skills including MS Office	Essential	Application

	applications e.g. Excel & Word		
Personal Qualities	Excellent interpersonal skills	Essential	Interview
	Enjoys planning and working to timescales	Essential	Application
	Enjoys working as part of a team	Essential	Interview
	Good at problem solving	Desirable	Interview
Special Working Requirements	The ability and willingness to attend meetings and events outside normal working hours	Essential	Interview

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.

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 Music (King Charles Court, Old Royal Naval college but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £ 29,293 - £ 32,914 p.a., (pay award in progress) inclusive of a London Weighting Allowance of £4,155 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days, 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 (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.

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 about Trinity Laban

Trinity Laban 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