



Imperial Society of Teachers of Dancing

Job Profile - Administrative Officer (Maternity Cover)

Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. Our mission is to educate the public in the art of dancing in all its forms: to promote knowledge of dance; provide up-to-date techniques for members and maintain and improve teaching standards.

With approximately 6,000 members in over 55 countries worldwide, the Society conducts over 120,000 examinations each year. We were recently listed by Ofqual as one of the top 20 largest awarding organisations in England and in the top 5 for delivery of performing arts examinations.

The Society aspires to be a world leader in dance education, setting the benchmark for best practice through our extensive syllabi and teacher training. We are committed to becoming a dynamic, future-focused organisation that promotes the social, cultural, physical and educational benefits of dance for all.

Summary of Role

We are looking for a maternity cover for our current Administrative Officer to provide a wide range of professional and efficient administrative services to support members of the Executive team.

The Administrative Officer (maternity cover) will need to provide reliable and confidential administrative support to:

- Chief Executive Officer (CEO) – every morning.
- HR Business Partner – every afternoon.
- Chair of Council – occasionally.

The job's focus will be to assist with planning, preparation, organising, co-ordinating and supporting meetings for the Executive team, as well as diary management for the Chief Executive Officer and Chair of Council. The role will also involve providing some regular administrative support to the Human Resources department, every afternoon.

This role will report directly to the HR Business Partner.

Key Responsibilities:

The Administrative Officer (maternity cover) will be responsible for the following areas.

Executive Team:

- Act as the first point of contact for the CEO and Chair for both internal and external business matters, liaising with high profile clients as required.



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- Prepare agendas, briefings and minutes for the Leadership Team meetings and ensure that minutes are signed off in an effective, efficient, and time-sensitive manner.
- Make use of online tools such as *Microsoft Teams* and *Zoom* to set up and facilitate online meetings, when required.
- Instigate a consistent system of meeting documentation and ensure that it is implemented throughout the organisation.
- Manage the diaries of the CEO and Chair, ensuring that they are prepared in advance for all meetings and visits and that appropriate time is allocated in accordance with priorities.
- Maintain electronic administrative systems necessary to support the effective and efficient running of the CEO office.
- Maintain timetable for review of financial reporting.
- Arrange events and visits for the CEO and Chair and ensure that all associated arrangements are made including notification of attendees, travel, equipment, refreshments and, where necessary, catering.
- Any other ad-hoc duties that may be related to this role.
- Flexibility to attend meetings and events to be held outside of normal working hours as required.
- Manage phone calls and correspondence and respond to queries, as directed.
- Manage travel arrangements/appointments, as and when required.
- Attend the weekly Cross-Departmental meeting and take minutes to circulate to all staff.
- **Provide Receptionist cover, during lunch breaks and planned annual leave.**

Human Resources:

- Support the Human Resource Business Partner with recruitment and onboarding of employees; including arranging interviews, reference checking and ordering equipment / arranging inductions.
- Assist with maintaining the Society's employee management system, (training on the system will be provided).
- Assist with typing up minutes from meetings and chasing missing information from employees.
- Assist with staff training events; by coordinating the delegate list and sending joining instructions to all attending.
- Provide administrative support for the monthly employee meetings. This will include setting up the meetings (currently online), sending meeting invitations to all employees, liaising with speakers to coordinate the meeting PowerPoint presentation and facilitating the presentation during the meeting.
- Other ad-hoc administrative support; such as setting up Staff Surveys (in Google forms) and formatting documents, when required.



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Person Specification

To take up the role of the Administrative Officer (maternity cover), the individual will need to be engaged and motivated in the work and mission of the Society. Commitment, engagement and reliability are key to fulfilling your responsibility.

The Administrative Officer (maternity cover) must demonstrate:

Essential

- A wholehearted commitment to the mission of the Society.
- A commitment to fairness and to promoting equality, diversity and inclusion.
- Demonstrable experience in providing administrative support.
- A genuine and demonstrable commitment to the values and ethos of the Society.
- A successful track-record of working autonomously in a comparable role.
- A successful track record of confidentially working with internal and external stakeholders at director and trustee level.
- Demonstrable experience in producing high quality professional communications, especially accurate editing and proof-reading.
- Demonstrable experience of accurate minute-taking.
- The ability to work flexibly, occasionally having to work early or late and be away for occasional meetings/events as required to fulfil the demands of the role.
- The ability to work with versatility, meeting unexpected and tight deadlines on occasion, being able to prioritise as required and to work autonomously.
- Welcoming and friendly disposition.
- Sound experience of establishing positive and productive relationships within organisations and having the tact and diplomacy to ensure these are maintained effectively.

Advantage

- Knowledge of and an interest in dance education and training and the wider dance arts environment.
- Experience of working in the charitable or voluntary sectors.
- Human Resources related experience.

Working Hours

This is a full-time role, working 35 hours a week, from Monday to Friday from 9am to 5pm, with a one hour lunch break. **This role will be offered on a temporary basis to cover a maternity leave for a period of between 9-12 months.**

Flexibility to attend some meetings and events held outside of normal working hours, will be required (occasional).



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Additional Information

This role will initially be based remotely, so the Administrative Officer (maternity cover) will be required to work from home in an environment with a high-speed broadband. Remote working will be reviewed and further guidance will follow, (in line with government announcements), with the view of working from the office towards the end of April.

Remuneration

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £23,000 to £26,999 per annum), depending on experience.

Training

The Administrative Officer (maternity cover) will be supported in their new role with an initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped to carry out their responsibilities.

Equal Opportunities

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email:

hr@istd.org

Method of Application

To apply as a Administrative Officer (maternity cover) please send a letter of application and CV to hr@istd.org The letter of application should summarise what you are able to bring to the role and how you meet the person specification. The successful candidates will also be required to provide details for two recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity).

Applications Close: Friday 4th March 2022

Interviews: Tuesday 8th March 2022

Start Date: From Tuesday 19th April 2022 (earliest - flexible dependent on notice period).