



Imperial Society of Teachers of Dancing

Job Profile

Head of Strategic Projects & Development Activities (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.

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

The ISTD is looking for maternity cover for the Head of Strategic Projects & Development Activities. This is a 10-month full-time, fixed-term role starting from September with the opportunity to potentially extend.

- To support the strategic development of ISTD by, developing, managing and promoting projects and activities in support of the business plan.
- To work with the Head of Qualification Development and the Heads of Faculty Development to plan and manage strategic initiatives to support the future growth of the organisation.
- To ensure that Equality, Diversity, and Inclusion are embedded into the ISTD's portfolio of qualifications and to be the key point of contact and lead on ARA in relation to genre specific content and Examiner Training.
- To support the organisation and promotion of courses and tutor training, in consultation with the Head of Events and CPD.
- To facilitate tutor support, qualification development and the ongoing review of the teaching qualifications.
- To manage individual project budgets, including the bursaries budget.

To report directly to Head of Qualification Development.



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Duties and Responsibilities:

- Responsible for project management and administration relating to the development of new initiatives to ensure efficient delivery.
- Initiate and negotiate relationships with partner organisations / groups with which to trial new work.
- Liaise with Lead Examiners, contributing dance artists, and internal and external stakeholders to manage delivery of specific new initiatives on time and within budget.
- Draft, monitor and manage budgets for specific project strands.
- Work with the Head of Events and CPD to plan the delivery of associated strategic events (e.g.: demonstrations, launches, performances etc).
- Manage requests and distribution of ISTD bursaries:
 - Manage the ISTD Bursaries application processes
 - Propose Bursary Policy
 - Monitor and manage the distribution of bursary funds (£100K pa)
 - Organise bursary panel meetings as required
- Work with the Head of Qualification Development to:
 - support and co-ordinate development of ISTD qualifications
 - Promote the ISTD teacher training courses and activities, liaising with external organisations as required, taking part in careers fairs and exhibitions as required.
 - Contribute to cross-Faculty initiatives, such as increasing the demographic diversity of the ISTD membership and their students
- Manage the APEL process, coordinating communications and activities as required.
- Lead and manage all aspects of the Contemporary syllabus development and support Contemporary Affiliate membership.

Person Specification

- Strong working knowledge of dance education and training.
- Experience working at a Manager level, leading and motivating teams to deliver high quality results and to manage multiple priorities in a fast-paced environment.
- Ability to initiate and foster partnership working relationships.
- Experience of working in collaboratively with a wide range of stakeholders, including professional artists and educationalists.
- Ability to guide new initiatives to fruition, while operating effectively, responsibly, legally and sustainably.
- Sound financial management skills, including the ability to accurately track and record expenditure.
- Strong interpersonal and people management skills.
- Excellent organisational and administrative skills.
- Commitment to increasing demographic diversity in dance participation.



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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.

Flexibility to attend some meetings, courses and events held on weekends and outside of normal working hours will be required. Time off in lieu will be earned for any weekend work.

This is a 10-month, fixed-term role covering maternity leave with the opportunity to potentially extend.

Additional Information

- This role is offered on a Hybrid work basis (for fulltime employees this is 2 days in the office and the remainder of the week working remotely from home, and for part-time employees this is 1 day a week in the office and the remainder working from home). When working remotely, the Head of Strategic Projects & Development Activities will be required to work from home in an environment with a high-speed broadband.
- Due to certain responsibilities of the role (e.g. emergency key holder and management of services in the office), successful candidates will need to be based within a reasonable distance of our London office.
- The office remains open from Monday to Friday and is available for those who would prefer to work in the office environment or have difficulties working remotely.
- Hybrid working will be reviewed on an ongoing basis and employees may need to revert to homeworking, in line with any new government advice.

Remuneration

The annual salary for this position will be a Band E, (which ranges from £42,360 to £49,835 per annum), depending on experience.

Additional Benefits

- **Flexibility;** this role can be worked on a Hybrid basis, (2 days in the office and the remainder can be worked from home). On days working in the office, employees have the option to adjust their start/finish time to avoid busy commuting times. More information is available in the ISTD Hybrid Work Policy.
- **25 days paid holiday** each year (plus the 8 public/bank holidays). In addition, 4 days between Christmas and New Year when our office building is closed; 37 paid days in total. Annual leave and bank holidays will be pro-rata for part time employees.
- **Season ticket loan** available.



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- Employer **Pension Contribution** matched up to 8%. All employees will be auto enrolled into the pension scheme after 3 months of employment. Employee contribution must be minimum 4% and is matched by ISTD to a maximum of 8% (although employees can contribute more than 8%).
- **Employee Assistance Programme**, consisting of 24/7 telephone access to a trained counsellor, financial advisor or a nursing and midwifery council registered nurse. Access to the My Healthy Advantage App with live chat facility, wellbeing videos and articles, mini health checks, 4 week plans for lifestyle changes and a mood tracker.
- **Virtual GP Service**, complimentary 24/7 unlimited access any day of the year. Book appointments, arrange private prescriptions and fit notes anywhere in the world. Second Medical Opinion available – for greater peace of mind. Also covers Dependents.
- **Funeral Concierge Service**, includes easy-to-use will writing tool. When help is needed, the 24/7 Advisors are one phone call away, ready to personalise the funeral plan and compare and negotiate best prices at any funeral home in the world.
- ISTD provides employees with **Life Insurance** benefit provided by MetLife. MetLife provides a death in service benefit, based on a multiple of three times your annual salary, bereavement and probate service to the family. This benefit is available to all employees after they have passed their probation and are below the age of 70 years.

Training

The Head of Strategic Projects & Development Activities 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 Head of Strategic Projects & Development Activities 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).

Closing date is Tuesday 17th July 2024.



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