



Imperial Society of Teachers of Dancing

Job Profile Faculty Coordinator

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 90,000 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

To coordinate and promote qualifications in the Theatre Dance and Dancesport genres, to support the society to deliver high quality syllabi. The role requires the individual to work closely with a range of stake holders to administer and support the development of the ISTD`s performance qualifications.

Responsible to the Head of Theatre Dance Qualifications.

Key Responsibilities:

- To oversee, support and administer qualification development project activity
- Acting as first point of contact for genre based queries, exploring queries and seeking practical responses.
- Supporting and coordinating Faculty Committee activity, including coordinating meetings, taking minutes and following up on agreed actions
- Coordinating the organisation, checking, and distribution of training resources, as directed
- Coordinating online and in person teacher support sessions and meetings with stakeholder groups, as needed
- Supporting the development of social media content, in collaboration with the Head of Theatre, Head of Dancesport and Head of Strategic Projects
- Supporting the administration of qualification development processes including Tracking and monitoring budgets with clarity and accuracy for syllabus related projects and reviews
- Supporting the development of Specifications and Syllabus Books for syllabus developments and EDI updates
- Contribute to other departmental activities and carry out any reasonable duties as required by the line manager

Person Specification

Essential skills

- Good verbal and written communications skills in English, with a proven ability to provide and present clear reports and information to a range of audiences in order to promote and maintain compliance with regulatory standards.
- Highly efficient administrative skills and a strong understanding of Outlook, Teams, Zoom and Word software packages
- Experience of administering & supporting training or education programmes and events, working with a range of stakeholders and providers to ensure effective and positive communication.
- The ability to problem-solve and discuss solutions to support effective decision making and to identify and manage priorities and resolve difficulties encountered: solution focussed
- Attitude of personal responsibility and accountability and a flexible and 'can-do' attitude towards the workplace
- Ability to coordinate social media content
- Proven ability to work both on own initiative and as part of a team, at both strategic and tactical levels
- Demonstrable ability to track and collate budgets to deliver the service required and achieve good value for the organisation

Advantage

- Previous experience of working within a dance, dance education or training environment, or similar.

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.

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,).

When working remotely, the Faculty Coordinator will be required to work from home in an environment with a high-speed broadband.

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 Grade B – Higher Officer, (which ranges from £ £26,050 - £30,580 per annum), depending on experience.

Additional Benefits

- Flexibility; this role can be worked on a Hybrid basis, (we anticipate most employees to spend 40% of their working time at the office and the remainder of their time 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.
- Employer Pension Contribution matched up to 8%. You 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.