



Imperial Society of Teachers of Dancing

Job Profile ISTD Academy Administrator

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.

The Academy

The training subsidiary, named ISTD Academy Ltd, has been created to ensure ISTD has a separation from the regulatory requirements as an Awarding Organisation and the delivery of qualifications.

This ensures that the charity can manage the conflicts of interest arising from its dual role as a training provider and a regulated qualification provider.

The Academy should be an exemplary of good practice; showing the ability to innovate and explore new methodologies and courses, demonstrate outstanding delivery to support a diverse range of teachers to thrive and progress in an environment that is creative and forward thinking.

The ISTD Academy will support ISTD in the delivery of its primary purpose to educate the public in the art of dancing by offering a range of initial and higher teaching qualifications.

Summary of Role

To support the ISTD Academy with all areas of administration to ensure successful delivery of programmes. This will include promotion of courses, hosting delivery and supporting the Programme Manager with the required administration.

To report directly to the ISTD Academy Programme Manager.

Key Responsibilities:

- To oversee and support all administrative areas of ISTD Academy courses.
- To collaborate with the Programme Manager to ensure that administration is carried out effectively from enrolment, delivery to teachers and evaluation of courses.
- To maintain and track budgets, expenses and income with clarity and accuracy reporting to the Programme Manager.
- Create invoices, administer payments and refunds as and when required.



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- To respond to queries and enquiries in a timely and professional manner within agreed standards.
- Work closely with the marketing department and Programme Manager to plan, create, and post engaging social media content, manage related enquiries, and generate reports on social media engagement
- To prepare zooms for lectures and oversee hosting as and when required.
- To record meeting minutes and actions as and when required.
- To proof read documentation as requested and prepare materials for students.
- To actively use Totara, upload resources and support and guide students with access.
- To work closely with the Programme Manager to track student numbers and prepare data sets for reporting to Academy Directors.
- To support the Programme Manager to ensure that EDI is embedded within all curriculum programmes and to challenge areas that may disadvantage or not be in line with ISTD policy.
- Contribute to other ISTD Academy activities and carry out any other reasonable duties as required by the line manager.

Person Specification

- Excellent keyboard skills and a good working knowledge of Microsoft Office programmes and zoom.
- Proven experience of working with social media platforms, different IT software and programmes.
- Proven administrative ability, with experience of processing data accurately and demonstrating excellent attention to detail while multi-tasking and meeting deadlines.
- Demonstrable experience of working in an accurate, organized, and methodical fashion to tight timescales.
- Proven experience of working effectively as part of a team to deliver excellent customer service.
- Previous experience of organising courses or events within an Arts or training based environment.
- Experience of tracking and preparing budgets.
- Clear verbal and written communications skills in English, dealing efficiently and competently with telephone and electronic queries from customers.
- Willing and able to work on their own initiative, while remaining aware of own limitations and when they should ask for help.
- Ability to collaborate, listen and communicate with a range of audiences.
- Attitude of personal responsibility and accountability and a flexible and 'can-do' attitude towards the workplace.

Working Hours

This is a part time, remote role of 17.5 hours a week, that can be worked across four days or five days. Whilst there are core ISTD working hours (10am to 4pm) including an hour lunch break, we will require flexibility to support some evening and weekend courses.

This role will initially be offered on a fixed term basis until until March 2026; around a month before this time the role will be reviewed to confirm whether it will continue or end at this point.



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Additional Information

- This role can be worked from home (if this is a suitable remote working environment) with reliable, high-speed broadband.
- The office remains open from Tuesday to Thursday, and is available for those who would prefer to work in the office environment or have difficulties working remotely.
- **You will be required to come into the office a minimum of three times a year to meet with your line manager or host an in-studio course, (travel expenses would not be paid for these visits).**
- Hybrid working will be reviewed on an ongoing basis and more information on flexibility is available in the ISTD Hybrid Work Policy.

As a member of staff within the ISTD group you will be expected to attend the monthly online 'All Staff' meetings and will receive all ISTD information for staff via the monthly Staff Newsletters (and YouManage platform); you will be included in all of the additional activities that may be on offer to employees.

Remuneration

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £26,051 to £30,580 per annum), depending on experience.

This would be pro-rata: £13,025.5 to £15,290 per annum for the hours worked (17.5 hours per week).

Benefits

The ISTD Academy Administrator will enjoy a variety of benefits:

- **Flexibility:** this role is remote working.
- **25 days paid holiday** each year pro rata (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.
- **Seasonal ticket loan** available.
- 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.
- The 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.



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Training

The ISTD Academy Administrator will be supported in their new role with a full initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped to carry out their duties.

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

Please submit a CV and letter of application as to how you meet this job specification and what you can contribute to this role and the ISTD Academy and how you meet the person specification. The successful candidate 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).

The closing date for applications is Wednesday 27th November 2024 at 9am.

Interviews will be held online (zoom) on Tuesday 3rd December 2024.