



Imperial Society of Teachers of Dancing

Job Profile - Head of Continual Professional Development (CPD) and Events

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

To lead on the development, innovation, and implementation of all CPD and events for the Society to increase interest and engagement with members and non-members.

To report directly to Director of Education leading a team to deliver CPD and events in collaboration with Faculty committees and Head of Qualification development.

Key Responsibilities:

- To design and create relevant, attractive programmes of CPD that are appropriate and accessible for all teachers driving up standards of training and ensuring best practice.
- To increase delegate engagement with CPD U.K and international by creating innovate courses that meet the needs of the delegates and the business plan initiatives.
- To create a range of events that support all genres ensuring the ISTD work is front facing and showcased to the market working in close collaboration with Faculty committees for specialist guidance and event support.

- To work collaboratively with qualifications development, committees and marketing to ensure work is prioritised, streamlined and current, and that projects are incoming generating but support the strategic vision and business plan.
- To conceive events and interpret briefs working in collaboration with a range of people to create clear action plans to meet specific deadlines and produce successful outcomes.
- To lead and support the CPD and Events Manager to design all programmes and guide with delivery and structure of the work to ensure a well-managed and coordinated calendar of events.
- To liaise and collaborate with contractors and external partners to create new content for courses that are well structured, innovative and relevant and that bring fresh ideas to programmes that support members business and current practice.
- To explore and develop digital CPD facilitating online learning as an area of developing content.
- To oversee the delivery of events by the team ensuring efficiency, excellent customer service and practice.
- To oversee and take responsibility for the central budget in this area seeking to increase income and support member need.
- To analyse success data and performance by regularly reviewing evaluations and managing KPIs for CPD/events growth and engagement ensuring areas of development are acted upon and measured.
- Lead on the development and priorities for Lead Lecturers ensuring teaching teams are working efficiently and that the quality of courses is high and training is relevant.
- Oversee regional representatives to ensure local events and CPD are supported and delivered to a high standard and that teachers are part of that community.
- To ensure all courses and events promote and acknowledge inclusive and diverse practice through marketing, delivery and practice reaching to different audiences ensuring accessibility and engagement.
- To seek to work collaboratively with inter departmental projects to ensure good working practices and cross over to promote and innovate products.

Person Specification

- Educated to degree level in dance, or an associated subject.
- Proven experience of working within the events industry and creating a range of large-scale projects within time scales and budget.
- Proven experience of leading a team of people to meet a brief and deliver successful events for a range of people in different venues.
- Proven experience of being able to problem solve complex situations and evidence positive solutions and outcomes.
- Proven experience of managing and overseeing budgets.
- Ability to motivate, train and drive forward a team to provide excellent customer service and a happy workforce.

- The ability to innovate.

Essential Skills:

- Excellent communication with a range of strategies for different audiences.
- Excellent knowledge of IT and different platforms to facilitate events, CPD and be able to analyse data and outcomes.

Advantage:

- Teaching 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.

Additional Information

- This role will be offered on a Hybrid work basis (2 days worked in the office and the remainder of the week can be worked remotely). When working remotely, the postholder 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 Band E, (which ranges from £40,731 to £47,918 per annum), depending on experience.

Additional Benefits

- **Flexibility;** this role can be worked on a Hybrid basis, (2 days in the office and then one day, Friday can usually be worked from home, *subject to studio bookings*). More information on flexibility 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. This will pro-rata accordingly for the part time hours worked.
- **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.

Training

The Head of CPD & Events 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 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

To apply as a Head of CPD & Events 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).