



Imperial Society of Teachers of Dancing

Job Profile CPD & Events 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 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

To coordinate, promote and administer a range of Continuous Professional Development courses and events for ISTD members and non-members in the U.K and internationally.

To report directly to the CPD & Events Manager.

Key Responsibilities:

- To oversee, support and administer all areas of CPD and event activities within ISTD.
- To collaborate with the team to ensure that administration is carried out effectively from conception of courses, delivery to teachers and evaluation.
- To support delivery of courses and events to ensure that they run effectively and efficiently, that all materials are produced as needed, and that all bookings and incoming and outgoing payments are logged and processed in accordance with the Society's requirements.
- To track project budgets expenses and income with clarity and accuracy reporting to the CPD & Events Manager.
- Administer payments and refunds for events and courses as and when required.
- To respond to queries before and after events / courses from delegates, tutors and members, as well as from other ISTD departments, in a timely and professional manner within agreed standards.
- To support the running of in studio courses, summer schools, exhibitions, faculty and society promotional events and awards, as and when required, supporting all areas of delivery to ensure excellent customer service.



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- To oversee and administer online courses, regional meetings and faculty events ensuring that this is carried out following procedures ensuring good quality delivery for delegates.
- Issue certification / proof of attendance to delegates in order to comply with Continuous Professional Development requirements.
- Issue post event and course evaluations collating information for review and analysis.
- Support the organisation with general reception and telephone duties as required.
- To support the administration and delivery of the teacher training graduation ceremony.
- Contribute to other departmental 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 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 in a team to deliver excellent customer service.
- Previous experience of organizing courses or events within an arts or training-based environment.
- 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.
- Ability to learn and adapt to different IT software and programmes.
- Attitude of personal responsibility and accountability and a flexible and 'can-do' attitude towards the workplace.

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 meetings, CPD and events held outside of normal working hours, will be required. This will include some weekend and evening working where TOIL would be given.

Additional Information

- This role is offered on a Hybrid work basis (**40% in the office, this includes CPD & Events in person, and the remainder of the week working remotely**). When working remotely, the CPD & Events Coordinator will be required to work from home in an environment with a 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.



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- Hybrid working will be reviewed on an ongoing basis.

Remuneration

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £25,049 to £29,404 per annum), depending on experience.

Benefits

The Professional Development & Events Coordinator will enjoy a variety of benefits:

- **Flexibility:** this role can be worked on a Hybrid basis, **(40% in the office, this includes CPD & Events in person, and the remainder of the week working remotely)**. 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.
- **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.

Training

The CPD & Events Coordinator 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