



# Imperial Society of Teachers of Dancing

## Job Profile

### CPD and Events Manager (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 CPD and Events Manager role. This is a 10-month full-time, fixed-term role with the opportunity to potentially extend.**

This person will manage and lead the organisation and delivery of continued professional development (CPD) courses and events for ISTD members and non-members in the UK and international.

This role will report directly to the Head of CPD and Events and manage a team of coordinators to support events and CPD.

#### Duties and Responsibilities:

In addition to working closely with the Head of CPD and Events, the CPD and Events Manager's main responsibilities will be;

- Facilitate the delivery of all courses and events in order to ensure the continuous professional development of dance teachers across the world, to accredited standards, in accordance with organisational aims and objectives, and in liaison with Faculties and other relevant departments.
- Create and manage new initiatives in partnership with Head of CPD and Events, to ensure the Society maintains best practice for all external programmes and events for dance teachers.
- Manage the delivery team to ensure the efficient and effective administration of all courses and events, online and in person, regionally and internationally.
- Work and collaborate with voluntary and paid colleagues to co-ordinate events/CPD with regards to content, marketing, lecturers, venues, and materials as necessary.
- Facilitate regular communication with the ISTD Regional Representatives to ensure that the work of the Department meets the needs of members.
- Oversee the coordination of international CPD to deliver the ISTD international strategy, ensuring members are supported and receive good quality courses that are financially viable.



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- Manage and motivate the CPD and Events coordinator to achieve their aims and objectives as a collaborative effective team whilst enabling individuals to make progress with specific projects and taking responsibility for recruitment, training, appraisal and their own personal development.
- Monitor the delivery and outcomes of courses and events to ensure ongoing compliance with internal and external standards and customer satisfaction.
- Evaluate the effectiveness of all courses and events, reporting to Head of CPD and Events from a participatory, financial and administrative perspective, identifying and implementing changes necessary to ensure continuous improvement.
- Collaborate effectively with other areas of the organisation to contribute and initiate successful events and projects that embrace and promote EDI.
- To manage the graduation ceremony from planning to delivery ensuring a good experience for graduates and the reputation of ISTD, overseeing budget and working with a range of different stake holders.
- Promote ISTD continued professional development activities, liaising with internal and external organisations as required, e.g. dance and education organisations, accredited centres, dance teachers/schools, venues etc, and internal departments such as Marketing & Membership Support.
- Manage allocated budgets for events and courses following organisational strategy and operating practices, reporting as necessary to the Head of CPD and Events ensuring that all activities remain within established budgets and that all expense and income is recorded.
- Contribute to the marketing of the organisation and its service, including the provision of articles for 'Dance' magazine, and support for events and courses.
- Contribute to and collaborative with the broader activity of the Education Department as required.
- Participate in any other projects or tasks as required to support the Society's aim and objectives.

### Person Specification

- Experience of planning and administering courses and events across a wide range of venues and of varying lengths and complexity.
- Experience of managing voluntary or paid staff to ensure the effective delivery of high-quality services and events.
- A proven ability to evaluate and report on programmes of work to support continuous improvement to services.
- Strong communication skills and experience of working in partnership with a range of different stakeholders.
- Budget management experience and a demonstrable ability to work within given financial parameters to deliver services that are good value for the organisation.
- Excellent written communication skills with a proven ability to provide and present clear reports and information to a wide range of audiences.
- Strong analytical problem-solving skills to support effective decision making, identify and manage priorities and resolve difficulties encountered.
- Excellent IT skills with knowledge of zoom and Microsoft office.



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- Attitude of personal responsibility and accountability and a flexible and 'can-do' attitude towards the workplace.
- Proven ability to work both on own initiative and as part of a team, at both strategic and tactical levels.

## Advantage

- Experience of working within a dance, dance education or training environment.
- Prior knowledge / experience of the private dance sector.

## 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 during the weekends and evenings, will be required. TOIL will be given to support this.

**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, the CPD and Events Manager will be required to attend the office for at least two days each week (and the remainder of the week can be worked remotely). When working remotely, the CPD and Events Manager 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 D, (which ranges from £36,017 to £42,359 per annum), depending on experience.

## Benefits

The CPD and Events Manager will enjoy a variety of benefits:

- **Flexibility;** this role can be worked on a Hybrid basis, (two days in the office and the remainder working 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.



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- **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.

### 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](mailto:hr@istd.org)