Imperial Society of Teachers of Dancing

CPD Manager
Role Description

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 manage the organisation and delivery of continued professional development (CPD) courses for ISTD members and non-members in the U.K and international.
To report directly to Director of Education and Training and manage the Digital CPD Coordinator to support the delivery, storage and sale of ISTD courses.

Key Responsibilities:

In addition to working closely with the Director of Education and Training, the CPD Manager will be responsible for:

- Designing and creating relevant, attractive courses for teacher CPD that are appropriate and accessible for all teachers.
- Managing the delivery of CPD courses in a range of formats, ensuring accessibility to dance teachers globally.
- Striving to increase delegate engagement with CPD in the U.K and internationally by developing a range of inclusive and diverse courses that meet the needs of dance teachers
- Innovating and managing new CPD initiatives in line with the ISTD`s strategic objectives, in collaboration with the Director of Education.
- Ensuring the Society maintains best practice for all courses for dance teachers and demonstrating a strong awareness of equity, diversity and inclusion when developing courses.
- Facilitating the development of digital CPD, managing digital courses and creating supporting resources
- Supporting and developing partnerships and reciprocal arrangements with external organisations that are relevant to the development and promotion of ISTD CPD, in collaboration with the Director of Education.
- Managing and motivating the Digital CPD Coordinator to achieve their aims and objectives, and working as a collaborative and effective team
- Managing the delivery team to ensure the efficient and effective administration of all CPD courses online

and in person, regionally and internationally.

- Managing and overseeing the work of Lead Lecturers to raise the standards of courses and ensure teaching teams are working efficiently.
- Working with a range of stakeholders including regional representatives, international reps, teachers and examiners to ensure CPD content is appropriate, relevant and current.
- Working with the Director of Education to develop an annual plan for CPD
- Developing and managing budgets for courses following organisational strategy and operating practices, ensuring that all activities remain within established budgets and that all expense and income is recorded.
- Promoting ISTD continued professional development activities, liaising with internal and external organisations including dance and education organisations, accredited centres, dance teachers/schools etc, and internal departments such as Marketing, Membership and Exams.
- Collaborating with and contributing to the broader activity of the Education and Training Department and attending events, as required
- Working and collaborating with volunteers as required to support courses, where relevant.
- Monitoring the outcomes of CPD courses to ensure ongoing compliance with internal and external standards and customer satisfaction.
- Evaluating the effectiveness of courses and reporting to the Director of Education from a participatory, financial and administrative perspective, identifying and implementing changes necessary to ensure continuous improvement.
- Running in-person courses from ISTD`s studio as well as from regional venues as required.
- Contributing to and collaborating with the broader activity of the Education Department as required.
- Participating in any other projects or tasks as required to support the Society's aim and objectives.

Person Specification

- Experience of planning and administering courses of varying lengths and complexity.
- Experience of working within the dance, dance education or dance training environment.
- Experience of managing voluntary or paid staff to ensure the effective delivery of high-quality services and events.
- Experience of working with digital technologies and excellent IT skills, with knowledge of zoom and Microsoft office.
- 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.
- The ability and willingness to travel to events and work weekends when required.
- 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.

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Advantage

- Prior knowledge / experience of the private dance sector.
- Ability to edit digital footage

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 and courses held outside of normal working hours during the weekends and evenings, will be required. Time off in lieu will be given to support this.

Additional Information

- This role is offered on a Hybrid work basis (2-3 days in the office and the remainder of the week working remotely). When working remotely, the CPD Manager 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 (next review date is September) and employees may need to revert to homeworking, in line with any new government advice.

Renumeration

This role is Band D

Benefits

The CPD Manager will enjoy a variety of benefits:

- **Flexibility**; this role can be worked on a Hybrid basis, (2 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.
- **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.
- 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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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

In the first instance, applicants should submit a CV and covering letter, outlining how their experience meets the needs of the job specification.
CVs and covering letters should be emailed to recruitment@istd.org

Shortlisted applicants will be invited to interview.