



Imperial Society of Teachers of Dancing

Job Profile - Faculty and Events 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. 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

We are looking for a Faculty and Events Administrator to provide a wide range of professional and efficient administrative services in support of faculty activities and events both online and live.

The job's focus is working within a team to assist with research, planning, preparation, organising, attending, supervising, co-ordinating and supporting activities and events. The role will also involve carrying out projects, activities and tasks and seeing them through to fruition.

This role will report directly to the Head of Projects and Strategic Events.

Key Responsibilities:

In addition to working closely with the Head of Projects and Strategic Events to assist with administration as and when required, the Faculty and Events Administrator will also be responsible for the following areas.

Faculties:

- Work closely with Heads of Faculty Development to facilitate all aspects of Faculty administration and organisation in an effective, efficient, and time-sensitive manner and across dance genres
- Make use of online tools such as *Microsoft Teams, Zoom and Jotform*
- Liaise with members, committee members, examiners, teachers, and other directorates as required



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- Attend and assist with the administration and delivery of examiner courses/training, committee meetings and teacher courses ensuring required facilities are booked and arranged as appropriate
- Prepare agendas, minutes of meetings and other records as required and within agreed timescales
- Support budgeting and bookkeeping procedures using *Microsoft Excel* spreadsheets
- Manage phone calls and correspondence and respond to queries as directed
- Manage travel arrangements/appointments etc.
- Contribute to cross-Faculty initiatives and activities

Events:

- Facilitate all aspects of events organisation and administration in an effective, efficient, and time-sensitive manner to ensure high quality delivery
- Attend and assist with the delivery of ISTD events, both live and online
- Support budgeting and bookkeeping procedures using *Microsoft Excel* spreadsheets
- Collate, evaluate, and prepare reports from various data sources as directed
- Make efficient use of online planning and delivery tools such as *JotForm*, *Eventbrite* and *Zoom* to aid planning and delivery of events and activities

Person Specification

The Faculty and Events Administrator must demonstrate:

- A commitment to fairness and to promoting equality, diversity and inclusion
- Experience of working in, supporting and delivering high quality events
- A passion for successful end to end project management and an understanding of events policies and procedures as appropriate to children and young people
- Significant experience of providing effective, efficient, and high-quality administrative support in complex contexts
- Knowledge of and an interest in dance education and training and the wider dance arts environment (essential)
- A wholehearted commitment to the mission of the Society
- A willingness to contribute ideas, thoughts, comments
- Ability and willingness to work flexibly, collaboratively, and autonomously with colleagues to provide an excellent service in all aspects of the role
- Competent and confident working knowledge of *Microsoft Word* and *Microsoft Excel* (as minimum) and other commonly used communications and social media technologies
- Experience of working with and/or a willingness and capacity to learn, a range of current online tools to support the role eg. *Microsoft Teams*, *Eventbrite*, *SurveyMonkey*, *Jotform*, *Zoom*, etc
- Excellent communication and people skills both orally and in writing



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- Effective personal time-management skills leading to the delivery of outcomes in an efficient and time-sensitive manner
- High standards of literacy, numeracy, accuracy, and attention to detail
- Experience of managing and recording expenditure

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 some meetings and events held on weekends and outside of normal working hours will be required. Time off in lieu will be earned for any weekend work.

Additional Information

- Once trained, this role will be offered on a Hybrid work basis (2-3 days in the office and the remainder of the week working remotely). When working remotely, the Faculty and Events Administrator 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.

Remuneration

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £23,856 – £28,004 per annum), depending on experience.

Training

The Faculty and Events Administrator 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 responsibilities.



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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

To apply as a Faculty and Events Administrator 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).