Imperial Society of Teachers of Dancing

Job Profile

Head of Strategic Project Development (Fixed Term Contract - 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 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

The ISTD is looking for maternity cover for the Dance Clubs projects (Ballet with RBO as a starting point) within the job share role of Head of Strategic Project Developments

The role will be offered on a fixed-term contract basis to provide maternity cover for the substantive postholder starting from 1 March 2027. The fixed term contract duration is anticipated to be for a duration of 12 months. As this appointment is specifically to provide maternity cover, the actual end date may vary depending on the substantive postholder's return to work. We will keep the successful candidate informed of any changes and provide appropriate notice in accordance with their contract and statutory requirements.

- To support the strategic development of ISTD by, managing, launching and promoting "Dance Clubs".
- To ensure that Equality, Diversity, and Inclusion are embedded into the Dance Clubs work and resources.
- To report directly to the Director of Education and be the key point of contact with all stakeholders involved both externally and internally.
- To support the organisation and promotion of all courses and tutor training connected to the Dance Clubs and in consultation with the CPD Manager.

- To facilitate tutor support, project development and ongoing review of the Dance Clubs project, in collaboration with strategic partners
- To manage the Dance Clubs budget in collaboration with the job share Head of Strategic Project Developments colleague

Duties and Responsibilities:

- Responsible for project management and administration relating to the Dance Clubs project.
- Liaise with the relevant contributing dance artists, internal and external stakeholders to manage delivery of the RBO Project: Dance Clubs within budget.
- Manage and monitor the RBO Project: Dance Clubs budget.
- Work with the Head of Events to deliver associated strategic events e.g. demonstrations, launch, courses, teacher training, performances etc.
- Work with the Director of Education and Head of Qualification Development to:
    - support and co-ordinate development of the Dance Clubs project.
    - promote the ISTD teacher training courses and activities for Dance Clubs, liaising with all relevant internal and external stakeholders as required
    - contribute to increasing the demographic diversity for Dance Clubs.

Person Specification

- Strong working knowledge of dance education and training.
- Experience working at a Manager level, leading and motivating teams to deliver high quality results and to manage multiple priorities in a fast-paced environment.
- Ability to manage partnership working relationships.
- Experience of working in collaboratively with a wide range of stakeholders, including professional artists and educationalists.
- Ability to guide new initiatives to fruition, while operating effectively, responsibly, legally and sustainably.
- Sound financial management skills, including the ability to accurately track and record expenditure.
- Strong interpersonal and people management skills.
- Excellent organisational and administrative skills.
- Commitment to increasing demographic diversity in dance participation.

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Working Hours

Part-Time Fixed Term Contract Role

This is a part-time role working two days, 7 hours per day and 14 hours a week - Tuesday, (in the office) and one additional working day depending on availability to be worked remotely from 9am to 5pm, with a one hour lunch break.

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

This is a 12-months fixed-term role covering maternity leave.

Additional Information

This role is offered on a Hybrid work basis, for part-time employees this is 1 day a week in the office (Tuesdays) and the remainder working from home. When working remotely, the Head of Strategic Project Development 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 £44,939 to £47,210 per annum, depending on experience. The part time equivalent of this salary based on working 14 hours per week (0.40 schedule) will be £17,975.60 to £18,884 gross per annum.

Additional Benefits

- **Flexibility**; this role can be worked on a Hybrid basis, (1 day in the office and 1 day at 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. Annual leave and bank holidays will be pro-rata for part time employees.
- **Season 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.
- 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 Strategic Project Development 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.

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 Head of Strategic Project Development please send a letter of application and CV to **hr@istd.org.** The letter of application will need to summarise what you are able to bring to the role and how you meet the person specification. The successful candidate 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).