

JOB DESCRIPTION



JOB TITLE	Access and Widening Participation Manager (Maternity Cover)
TYPE OF CONTRACT	Fixed term, full-time, one-year contract
RESPONSIBLE TO	Head of Academic Affairs and Research
RESPONSIBLE FOR	Access and Widening Participation Officer
GRADE AND SALARY	Grade 4 £33,179 - £37,343 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	35 hours per week; Monday to Friday, 9.30am – 5.30pm plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS INTERNAL	Head of Academic Affairs and Research, Head of Student Services and Registrar, Director of Development, Admissions and Student Services Manager, Marketing and Communications Department, Course Leaders, Lead Practitioners, HR, Head of Production & Technical Arts, and LAMDA Exams
EXTERNAL	Schools, colleges, theatre companies, youth agencies, graduates and industry professionals, peer group in conservatoires and wider HE, funders
PROBATIONARY PERIOD	This post is subject to six months probationary period
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees

(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(6) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(7) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(8) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(9) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(10) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(11) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket
(12) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

- To develop, manage and run a coordinated access and widening participation programme in line with LAMDA's Access and Widening Participation Plan and sub-strategy
- To embed the Academy in its local community and disseminate awareness of LAMDA's work, particularly amongst non-traditional and hard-to-reach groups

DUTIES AND RESPONSIBILITIES

- To devise and manage a programme of work to engage young people in LAMDA activities and increase awareness of vocational training courses in the performing and technical & production arts, particularly amongst underrepresented applicants

- To lead on delivery of LAMDA's Access and widening participation work which feeds into LAMDA's wider strategic aims
- To contribute to the ongoing development of LAMDA's approved Access and Participation Plan (APP), and to manage the delivery and evaluation of some elements within the APP, particularly those relating to access
- To oversee LAMDA's Pathways programme, Future Technicians Programme and the LAMDA Local Programme
- To work with schools, colleges and other youth agencies nationally to raise awareness of and encourage applications to LAMDA's core courses from non-traditional applicants
- To build relationships and engage with youth agencies, schools, community groups and colleges in West London and beyond to deliver the programme
- To manage the Access & Widening Participation Officer and relevant student advocates and graduate ambassadors, providing guidance and support, and ensuring relevant HR policies are properly implemented in conjunction with the Head of HR
- Chair the APP Steering group and attend other relevant sub-committees and working groups (e.g. Scholarship and Bursary Committee) as required
- In liaison with relevant colleagues, to advise and work collaboratively on the development of our outreach and admissions processes and procedures to ensure they are fully inclusive and embedded
- To be aware of and up to date with safeguarding and child protection policy, and to ensure all staff who are engaged in delivering LAMDA's access and participation activities to young people are suitable to do so
- To make every effort to ensure that the activities LAMDA provides through the access and participation programme do not expose children and young people to the risk of harm
- To engage and use Drama School teaching staff, current LAMDA students and alumni to deliver the programme of work and lead on any training for the delivery of LAMDA's AWP programmes
- To manage and monitor a delegated budget
- To work with the Drama School and Professional Services teams to ensure LAMDA's courses are fully accessible to all and coordinate the delivery of targeted bursaries for LAMDA short courses
- To work with the Development team to identify opportunities to fund and enhance Access and Widening Participation work, ensuring that any funding applications are supported by accurate information and contextual analysis
- To work with the Marketing & Communications team to ensure that the programme of work is successfully promoted to the key target markets, including providing information for any copy, printed or digital materials to support and promote the programme
- To collaborate with other drama schools and conservatoires in the creation and/or the delivery of any joint activities and funded projects
- To represent the interests of LAMDA at relevant meetings with external partners, networks, regulatory or funding bodies
- To record and analyse outreach and participation statistics for LAMDA and other relevant regulatory or funding bodies as required

- To produce robust evaluation reports on access and participation projects that include detailed background and equality information, case study and feedback documentation
- To liaise with the Drama School to produce the annual Shakespeare in Schools tour, coordinating from scheduling through to production
- Design and deliver facilitation workshops to LAMDA students as part of rehearsals for the annual Shakespeare in Schools tour
- To provide help and support to colleagues in the Student and Academic Services team as appropriate and possible
- To engage in personal professional development and research, maintaining links with the profession and keeping abreast of current professional practice
- To have due regard for health and safety at all times.
- To undertake such other duties as may be required by the Academy from time to time

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Communication (written and oral)</p> <p>Organisational, administrative and time management</p> <p>Interpersonal, influencing and negotiation</p> <p>Ability to manage workload and see things through to completion without constant supervision</p> <p>Ability to work on own initiative, as well as within a team</p> <p>Ability to work with colleagues at all levels of the organisation, including Senior Management level</p> <p>Ability to engage with young people and students in a constructive and supportive manner</p>		Covering letter / Interview
KNOWLEDGE	<p>Good working knowledge of MS Office</p> <p>Good understanding of current access and widening participation policy and practice</p> <p>Good knowledge of the education system, particularly the post-16 sector and of current trends and issues affecting The Arts</p>		Covering letter / Interview
QUALIFICATIONS	Degree or equivalent vocational training in a relevant subject		Certificates (if applicable)
EXPERIENCE	Proven experience of managing an access, outreach, or education role within an arts organisation	Experience of working in a Higher Education Institution or undertaking work linked to an Access	Covering letter / Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	<p>Direct experience of working with young people from diverse backgrounds in a range of formal and informal settings</p> <p>Experience of working with a range of youth agencies, community groups, schools and colleges</p> <p>Demonstrable experience of managing budgets</p> <p>Experience of managing staff</p> <p>Project management experience</p> <p>Experience of submitting, or contributing to, funding applications</p>	and Participation Plan	
QUALITIES	<p>Confident, outgoing, determined and resilient</p> <p>Conscientious and hardworking</p> <p>Able to use judgement and act on own initiative</p> <p>Enthusiastic and self-motivated</p> <p>Sensitive, patient and empathetic</p> <p>Empathy with vocational performing arts students and their learning needs</p> <p>Empathy with LAMDA's artistic vision</p>		Covering letter / Interview

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019 and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six-degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumnus Benedict Cumberbatch was appointed the Academy's President.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.