

## JOB DESCRIPTION

<b>JOB TITLE</b>	Access and Widening Participation Officer
<b>TYPE OF CONTRACT</b>	Permanent, Full-time
<b>RESPONSIBLE TO</b>	Head of Academic Affairs and Research
<b>GRADE AND SALARY</b>	Grade 3  £28,620 - £32,212  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
<b>HOURS OF WORK</b>	35 hours per week;(9.15am – 5.30pm) plus evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS INTERNAL</b>	Access and Widening Participation Manager, Head of Academic Affairs and Research, Director and Deputy Director of Drama School, Admissions, other staff across LAMDA
<b>EXTERNAL</b>	Schools, colleges, theatre companies, youth agencies, graduates and industry professionals, peer group in other conservatoires and HE more widely
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>BENEFITS</b>	
<b>(1) HOLIDAY ENTITLEMENT</b>	Generous annual leave of 28 days plus Bank holidays  (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
<b>(2) PENSION</b>	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
<b>(3) MATERNITY, PATERNITY AND ADOPTION PAY</b>	Enhanced maternity, paternity and adoption pay will be made for eligible employees
<b>(4) GP 24</b>	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors

<b>(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)</b>	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
<b>(6) MENTAL HEALTH SUPPORT</b>	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
<b>(7) CYCLE TO WORK SCHEME</b>	LAMDA offers a salary sacrifice cycle to work scheme
<b>(8) EYE TESTS</b>	Sight test costs is reimbursed to employees who require VDU use
<b>(9) HYBRID WORKING</b>	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
<b>(10) GROUP LIFE ASSURANCE</b>	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
<b>(11) SEASON TICKET LOAN</b>	LAMDA offers an interest-free loan for the purchase of an annual season ticket
<b>(12) REWARDS MARKETPLACE</b>	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 improve the reach and effectiveness of LAMDA's programme of outreach and widening participation activities, improving access to LAMDA's vocational training among under-represented groups, by working closely with the Access and Widening Participation Manager to ensure that all events and initiatives are properly planned and run, and that all necessary monitoring and evaluation is completed.

## DUTIES AND RESPONSIBILITIES

- To provide both practical and administrative support for the delivery of LAMDA's Pathways and LAMDA Local programme, including (but not limited to):
  - Supporting and overseeing the delivery of workshops, both in person and online
  - Liaising with participants and workshop leaders ahead of, and after events
  - Creating resources, such as schedules and handouts
  - Designing application forms, and monitoring and managing sign-ups
  - Booking travel and accommodation for staff and participants as needed
  - Inputting participant and Activity data into HEAT (Higher Education Access Tracker)
- To maintain and enhance LAMDA's network of contacts at schools, colleges, youth arts

groups and other relevant organisations locally and nationally.

- To administrate financial processes for the department, such as processing timesheets and invoices, updating contracts and creating purchase orders
- To engage and brief the staff delivering AWP activity, including Drama School teaching staff, current LAMDA students and alumni, ensuring contractual arrangements are agreed and met
- To provide practical and administrative support for the Graduate Ambassador Scheme, including (but not limited to):
  - Overseeing the recruitment and onboarding of new Graduate Ambassadors each year
  - Organising and supporting the creation and development of training opportunities for Graduates through liaising with internal departments and external partners
  - Allocating Graduate Ambassadors to AWP Activity, through HEAT (Higher Education Access Tracker)
- To assist in the monitoring, evaluation and delivery of application fee waivers and targeted bursaries for LAMDA's short courses, working closely with the Admissions team
- To Administer free tickets to LAMDA productions for Pathways participants and school groups, in collaboration with LAMDA's Front of House Manager
- To assist the AWP Manager and the Drama School to produce the annual Shakespeare in Schools tour, from scheduling through to production
- To work as directed 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 help compile evaluation reports on access and participation projects, providing detailed background information, capturing equality and diversity data, creating case studies and feedback documentation
- To collaborate with other drama schools and conservatoires to arrange and help to deliver any joint activities
- To engage in personal professional development and research through attending industry and Access and Participation events to keep abreast of current professional practice
- To deputise for the Access and Widening Participation Manager at meetings or events as necessary.
- To have due regard for health and safety and safeguarding practices at all times

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS / ABILITIES</b>	<p>Excellent written communication skills, to write effective emails, promotional or marketing material, schedules and briefings to support activities and events</p> <p>Excellent interpersonal skills, with the ability to work effectively with young people, students and colleagues at all levels of the organization</p> <p>Excellent time management skills with ability to manage workload and work on own initiative, as well as within a team</p> <p>Excellent organisational and administrative skills, with ability to effectively plan and deliver a diverse range of activity</p> <p>Excellent attention to detail</p> <p>Excellent IT skills with the ability to learn new software packages as required</p> <p>Good standard of numeracy, with ability to monitor budgets</p> <p>Good data analysis skills, with ability to understand data tables, graphs and reports</p>		CV/Cover letter/ Interview
<b>KNOWLEDGE</b>	<p>Excellent working knowledge of standard MS office programmes (Word, Excel, PowerPoint)</p> <p>Good understanding of current access and widening participation policy and practice</p>	Good knowledge of current trends and issues affecting The Arts	CV/Cover letter/ Interview
<b>EXPERIENCE</b>	<p>Direct experience of working with young people from diverse backgrounds</p> <p>Experience of working with a range of youth organisations, community groups, schools,</p>	Experience of working in a Higher Education Institution or undertaking work linked to an Access and Participation Plan	CV/Cover letter/Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
	colleges or higher education providers  Administrative experience of planning and delivering activity for young people, preferably in an educational setting		
<b>QUALIFICATIONS</b>	Degree level or Equivalent in experience		Certificates (If applicable)
<b>QUALITIES</b>	Confident, outgoing, determined and resilient  Conscientious and hardworking  Able to use judgement and act on own initiative  Enthusiastic and self-motivated  Sensitive, patient and empathetic  Willingness to work flexibly, including on weekends and evenings and travel to different locations across the UK  Empathy with vocational performing arts students and their learning needs  Empathy with LAMDA's artistic vision		CV/Cover letter/ Interview

***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.***

## 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.