



JOB DESCRIPTION

JOB TITLE	Student Engagement Officer
TYPE OF CONTRACT	Permanent, full-time
RESPONSIBLE TO	Head of Student and Academic Services
COUNTERSIGNING MANAGER	Executive Director
GROSS ANNUAL SALARY	£26,000 - £30,000
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	Executive Dean; Drama School teaching staff; Student Services Team members; cohort reps; SU presidents
EXTERNAL	University of Kent, Advance HE, GuildHE, OIA, QAA, OfS, alumni, external examiners
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
HOLIDAY ENTITLEMENT	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. Christmas closure)
PENSION	After three months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) GROUP LIFE ASSURANCE	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(2) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(3) CHILDCARE BENEFIT SCHEME	LAMDA offers childcare vouchers as part of a salary sacrifice scheme. This benefit will enable employees to make significant savings on their tax and national insurance contribution

(4) EMPLOYEE ASSISTANCE PROGRAMME	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week.
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JOB PURPOSE

- a) To provide support to Drama School students
- b) To ensure that the voice of Drama School students, individually and collectively via course reps and Student Union presidents, is heard and responded to

DUTIES AND RESPONSIBILITIES

Working closely with Drama School colleagues,

1. Student Engagement

- a. To provide support to Drama School students
- b. To signpost Drama School students to specialist support where appropriate
- c. To support Drama School students' engagement with student-facing policies and procedures
- d. To maintain appropriate mechanisms for securing and responding to feedback from Drama School students on their academic experience
- e. To oversee the engagement of Drama School students in surveys relating to their academic experience
- f. To support the informal resolution of issues relating to student dissatisfaction and student conduct

2. Budget management

- a. To support Student Union Presidents, manage the Student Union budget

3. Other

- a. To engage in personal professional development
- b. To have due regard for health and safety at all times
- c. To undertake such other duties as may be required by the Drama School from time to time

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<ul style="list-style-type: none"> -Excellent written and oral communication skills -MS office and database skills -Ability to relate to and work with students and staff at all levels -Committee servicing 	<ul style="list-style-type: none"> -Ability to manipulate and analyse datasets, E.g. student survey data 	Application/Interview
KNOWLEDGE	<ul style="list-style-type: none"> -Student engagement mechanisms 	<ul style="list-style-type: none"> -Use of VLEs 	Application/Interview
EXPERIENCE	<ul style="list-style-type: none"> -Student engagement initiatives 	<ul style="list-style-type: none"> -Working in performing arts/ conservatoire environment -Delivering practice-based presentations at conferences 	Application/Interview
QUALIFICATIONS	<ul style="list-style-type: none"> -Undergraduate degree 		Certificates (if applicable)
QUALITIES	<ul style="list-style-type: none"> -Empathy with the needs of teachers and students in a vocational performing arts environment -Empathy with LAMDA's artistic and educational vision -Discretion -Self-motivation -Flexibility -Resilience 		Application/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

LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation, and 2019 marks the beginning of a new chapter of growth. Following the completion of our new facilities in west London, the Academy will welcome Sarah Frankcom Director and is now fully registered as an independent HEP (Higher Education Provider). These changes are exciting and critical to the long-term sustainability of LAMDA, bringing with them our ambitions to be an even more accessible LAMDA, representing people from all corners of the UK and beyond in recruiting and training the most creative and innovative theatre makers.

Founded in 1861, LAMDA (London Academy of Music & Dramatic Art) is a world-leading conservatoire offering exceptional vocational training to actors, stage managers, technicians and directors. In addition to six validated degree programmes, LAMDA offers a Foundation Diploma and a number of validated semester and summer short courses.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. From 2019-20 LAMDA will operate independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students.

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 - 18 108,190 people in 33 countries took a LAMDA Examination.

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 alumni Benedict Cumberbatch was appointed the Academy's President, and in February 2019, Sarah Frankcom was appointed LAMDA's new Director

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.