



## JOB DESCRIPTION

<b>JOB TITLE</b>	Student Engagement Officer
<b>TYPE OF CONTRACT</b>	Permanent, full-time
<b>RESPONSIBLE TO</b>	Head of Student and Academic Services
<b>COUNTERSIGNING MANAGER</b>	Executive Director
<b>GROSS ANNUAL SALARY</b>	£26,000 - £30,000
<b>HOURS OF WORK</b>	35 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS INTERNAL</b>	Executive Dean; Drama School teaching staff; Student Services Team members; cohort reps; SU presidents
<b>EXTERNAL</b>	University of Kent, Advance HE, GuildHE, OIA, QAA, OfS, alumni, external examiners
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>HOLIDAY ENTITLEMENT</b>	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. Christmas closure)
<b>PENSION</b>	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
<b>BENEFITS</b>	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
<b>(1) GROUP LIFE ASSURANCE</b>	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
<b>(2) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket
<b>(3) CHILDCARE BENEFIT SCHEME</b>	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
<b>(4) EMPLOYEE ASSISTANCE PROGRAMME</b>	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.

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