



Rambert
grades

Rambert Grades
Membership Manager

JOB PACK

Deadline for applications:
1st June 2026, 9.00



Rambert Grades

Dance training to empower

Progressive dance training means students from all backgrounds gain skills and knowledge in contemporary dance and also unleash their creativeforce, are brave enough to engage, take personal responsibility, push themselves and move the world forward.

The national and international benchmark for creative contemporary dance learning and practice. Rambert Grades is an exceptional and unique framework, accessible for people from all backgrounds, working with the whole person and developing all the transferable skills this affords.

Our ambition is no less than to become the predominant contemporary dance curriculum in the world.

RAMBERT **RAMBERT**
SCHOOL



About RAMBERT GRADES

Rambert Grades is an Awarding Organisation offering a pioneering contemporary dance syllabus. Developed through a unique collaboration between Rambert and Rambert School, it sets a benchmark for excellence in contemporary dance training and education.

The syllabus is inclusive and accessible, welcoming learners from all backgrounds while supporting progression to the highest standards. Students develop strong technical foundations alongside creative skills, including improvisation and choreography, enabling them to become confident, versatile performers.

Rambert Grades supports teachers and centres through regular online syllabus training, ensuring high-quality, consistent delivery across its growing national and international network, and providing access to student qualifications that are rigorous, relevant, and closely aligned with the contemporary dance landscape today. Learn more about Rambert Grades: www.rambertgrades.com

Rambert Grades is an awarding body regulated by The Office of Qualifications and Examinations Regulations (Ofqual). Our examinations are an integral part of the learning process and a moment of celebration.

Rambert Grades offers a unique package with links to higher education via the **Rambert School of Ballet and Contemporary Dance** and to the profession via **Rambert** company; along with access to high calibre personnel, including leading contemporary dance choreographers, and an internationally recognised brand. We will seize the opportunity to lead the sector's reform putting truly diverse and inclusive practices at its heart.

Rambert Grades currently offers two uniquely inclusive contemporary dance syllabi. The original creative contemporary dance syllabus covers three levels across 8 grades, whilst the Entry Level syllabus offers four grades for ages 3+. Syllabus Training is suitable for a range of people, from current dance teachers and dance artists to PE teachers and early years or primary providers who would like to teach creative contemporary dance. We offer training online and in person to suit different learning styles.

Unlike Rambert School and Rambert, which both have charitable status, Rambert Grades is a for-profit enterprise.



About the Role

Job Title: Membership Manager

Reports to: Director of Training & Examinations

Location: Central London

Contract: 0.8 (flexible working considered)

Salary: £33,000–£36,000 per annum (full-time equivalent), pro rata for 0.8 FTE

Hours: 0.8 of FT

Occasional evening and weekend hours may be required.

Other benefits:

17 days holiday

plus 0.8 FTE of English bank and public holidays;

Optional pension scheme;

Employee Assistance Programme;

Cycle2Work Scheme;

Retail loyalty scheme;

Staff training and development opportunities;

Application Process

Please submit a CV (max 2 pages) and cover letter (max 1 page) outlining your suitability for the role by 9am on Monday 1 June 2026.

Shortlisted candidates will be invited to a first-stage interview. A second-stage interview and/or task may follow.

Apply to: applications@rambertgrades.com

Interviews are expected to take place on the 15th & 16th June 2026.

Deadline: 9am on Monday 1 June 2026

Selection Process

Shortlisted candidates will be invited to interview.

Interviews may include a short task or presentation.

A second stage may be required. We aim to provide feedback to all candidates who are interviewed.



Purpose of the Role

The Membership Manager is responsible for the engagement and retention of the Rambert Grades membership community. This role ensures a high-quality experience for teachers, schools, and partners, supporting the delivery and expansion of the Rambert Grades syllabus both nationally and internationally.

The postholder will act as the primary point of contact for Rambert Grades members, building strong relationships, enhancing communication, and driving membership value in alignment with organisational strategy.

Key Responsibilities

Membership Engagement & Retention

- Manage the full membership lifecycle: onboarding, engagement, renewal, and retention
- Monitor membership trends and identify opportunities for expansion into new markets
- Support recruitment campaigns in collaboration with marketing and marketing team
- Support the development and delivery of strategies to grow Rambert Grades membership across the UK and internationally

Member Engagement & Experience

- Act as the main point of contact for all membership enquiries
- Deliver a high-quality member journey, ensuring clear communication and support. Managing membership recruitment pipeline that responds to members direct needs.
- Support with engagement initiatives (events, communications, resources) to strengthen member connection
- Build a sense of community among Rambert Grades teachers and centres by supporting regular communications to members (newsletters, updates, key announcements)

Operations

- Manage membership processes, including registrations, renewals, and payments
- Manage online training processes and communications, including building pages on CMS and managing all systems required to complete training.
- Contribute to the development of policies and systems that support efficient operations
- Support budget monitoring related to membership activity
- Monitor calendar of activity



Purpose of the Role (continued)

Data & Systems Management

- Maintain accurate membership records and reporting
- Analyse data to track engagement, retention, and growth metrics
- Produce regular reports to inform strategic decision-making
- Ensure GDPR compliance and data integrity
- Maintain current operating systems – including Stripe, CMS, Zoom

Cross-Team Collaboration

- Work closely with Training, Examinations, and Marketing teams to align membership offer
- Support delivery of teacher training, CPD, and events where relevant to membership



Person Specification

Essential

- Experience in operations, membership management, customer engagement, or community building
- A self-starter with initiative who is able to collaborate in a team
- Strong relationship management and communication skills
- Experience using CMS systems and data handling
- Highly organised and detail-oriented with strong administrative skills with the ability to manage multiple priorities
- Interest in dance, arts education, or cultural sector

Desirable

- Experience working within dance or performing arts education
- An understanding of Awarding Organisations and/or teacher training

Additional Information

- Some evening and weekend work may be required
- Occasional travel for training events, partner visits, and industry engagement

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Our commitment to equality and inclusion

Rambert Grades is an equal opportunities employer, meaning we are committed to providing equality of opportunity to our staff, Board, and applicants, regardless of their age, disability, gender, gender reassignment status, marriage or civil partnership status, parental status, race, religion, belief, or sexual orientation. We are committed to creating a diverse workforce and Board that is representative of our wider society and actively encourage applications from people from all backgrounds. We encourage and embrace difference in our staff and Board and foster a culture of inclusivity. We have adopted the Halo Code, championing the right of all members of our community to embrace all Afro-hairstyles, and we welcome the wearing of headscarves and hijabs.

What this means for our recruitment process

- A broad search, promoting our opportunities through as many different channels as possible, to ensure that we attract high quality applicants from diverse backgrounds.
- A structured shortlisting and interview process, conducted by more than one person.
- Making every effort to eliminate discrimination, direct and indirect, from the recruitment and selection process.
- Making necessary reasonable adjustments, where possible, throughout the recruitment and selection process to reduce any potential barriers and ensure equality of access for all applicants.

If we can help to make any stage of the application and recruitment process more accessible to you, please let us know.

Rights to Work in the UK

Applicants for this position must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

DBS Checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions.



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