

JOB DESCRIPTION AND PERSON SPECIFICATION			
Job Title: Creative Assistant		Accountable to: Executive Assistant to Head of College	
Contract Length: Permanent	Hours per week/FTE: 35 / 1.0 FTE		Weeks per year: 52
Salary: £28,274 pa		Grade: 3	
College/Service: London College of Fashion/ Pro Vice-Chancellor's Office		Location: 20 John Princes Street, London, W1G 0BJ	
<b>Purpose of Role:</b>			
To work flexibly as a member of the team providing creative & research assistance to the Head of College office.			
To provide support to the Head of College in increasing exposure through use of social media platforms, including the blog and Twitter handle, presentation, speeches and writing.			
To support the Executive Assistant to help maintain the effective running of the office.			
<b>Duties and Responsibilities:</b>			
<ul style="list-style-type: none"><li>To support the operation and maintenance of the Head of College Blog and Twitter handle, working closely with members of the LCF Communications team, to include:<ul style="list-style-type: none"><li>planning content for the HoC Blog;</li><li>commissioning content where appropriate from other areas of the College or external contacts;</li><li>using Google Analytics to review activity relating to HoC Blog and producing monthly status reports</li><li>Identifying ways in which to further develop the HoC Blog and use of Twitter handle to reach wider audiences.</li></ul></li><li>To provide creative &amp; research assistance as directed, with all duties to be carried out with discretion and confidentiality where necessary.</li><li>To undertake research tasks as required, through accessing research-related data and information from the internet and other sources as required, particularly in relation to the HoC Blog, events, articles and publications.</li><li>To undertake research for publications such as for books and magazine articles, including assistance to source new publications for articles and written comment by the Head of College.</li><li>To undertake research for writing summary reports for Head of College activities and for committee work, both external and internal.</li><li>To manage the process in which to obtain tickets for London Fashion Week and Paris Fashion Week on behalf of the Head of College and coordinate her schedule accordingly, to include distributing tickets to other senior staff where necessary.</li><li>To manage annual summer refurbishment of HOC office, including selection of student artwork and archive pieces for display.</li><li>To develop a good understanding and knowledge of the working methods and networks used by the Head of College and, where appropriate, accompany the Head of College to meetings, including</li></ul>			

some evening events in the capacity of Creative & Research Assistant.

- To produce high-quality, accurate documentation and papers, including letters, memos, reports and presentations as required and in particular to source images for presentations.
- To support EA to HOC with meeting and greeting visitors, providing refreshments when required.
- To support EA to HOC in upholding an ordered office environment, helping to ensure office stationery supplies are constant, store cupboards are kept tidy and general housekeeping duties are regularly attended to.
- To uphold relevant filing systems for the HoC office, both electronic and paper as appropriate.
- To provide absence cover for the EA to HoC when necessary.
- To demonstrate a commitment to make use of all information and communications to meet the requirements of the role and promote organisational effectiveness.
- To performing such duties consistent with the position as may from time-to-time be assigned anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To commit to personal development through effective use of the University's appraisal and staff development process.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Executive Assistant to Head of College
- Head of College
- Director of IER
- LCF Brand Manager

**Specific Management Responsibilities:**

**Budgets:** n/a

**Staff:** n/a

**Other** Accommodation and equipment as appropriate

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Creative Assistant**

**Grade: 3**

Specialist Knowledge/ Qualifications	Educated to First degree level, or equivalent relevant experience.  Sound knowledge of social media platforms.
Relevant Experience	Good IT skills.  Experience of writing for blogs desirable.  Clear, concise and accurate written English.  Relevant administrative experience in an office environment.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.

**Last updated: 19 July 2016**