

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Centre for Fashion Enterprise (CFE) Fashion Tech Project Assistant
Accountable to: Fashion Tech Project Officer
Contract Length: Fixed term until 30/08/2019
Hours per week/FTE: 35 hrs (Full time) **Weeks per year:** 52
Salary: £24,034 pa **Grade:** 2
College/Service: London College of Fashion **Location:** Centre for Fashion Enterprise, London College of Fashion, 182 Mare St, Hackney E8 3RE

Purpose of Role:

The Fashion & Technology – Emerging Futures (FTEF) project is a £5.3 million initiative from London College of Fashion part funded by the European Regional Development Fund (ERDF). The project is delivered through LCF'S business support platform, the Centre for Fashion Enterprise, and project delivery partners The Trampery, Hackney Council, and CENTA.

The FTEF project has a core strand that supports the new fashion eco-system emerging in London, where fashion SMEs and technology SMEs converge to share ideas, transfer knowhow, adopt and innovate each others' practises and thereby create new products and services to increase their competitiveness and grow their businesses.

Purpose of Role:

To assist the Fashion Tech Project Officer in delivery of the FashTech programmes and events. In addition, the person will also provide ad-hoc administrative support to the project's External Development Officer and the CFE team, as and when necessary.

Duties and Responsibilities:

- To provide clerical and administrative support to the Fashion Tech Project officer and assist with the administration of the FashTech incubator space
- To assist the Fashion Tech Project officer with the scheduling, organisation and delivery of all FashTech programmes, events and meetups, including room bookings, hospitality bookings and attendance registration as required
- To support the Fashion Tech Project Officer with creating presentations, flyers, short videos and other marketing materials specific to the CFE FashTech programmes and events
- To assist the Fashion Tech Project officer in identifying and contacting potential sponsors and partner organisations to collaborate on programme and event delivery
- To assist the Fashion Tech Project officer in researching & reporting developments and innovations in fashion/tech incubators and accelerators
- To assist the Fashion Tech Project officer in researching potential mentors and investors to expand CFE's network
- To assist the Fashion Tech Project officer to identify and connect with fashion tech startups and SMEs that may be eligible for the CFE FashTech programmes
- To liaise with the CFE Programmes Administrator to provide programme updates, meetings and beneficiary progress
- To create, input and maintain records and files of the Fashion Tech project beneficiaries including photocopying and filing
- To be the first point of contact for all enquiries from staff, students and the general public by telephone, e-mail and face to face relating to CFE FashTech programmes and events; resolving routine general enquiries, referring more complex enquiries to Fashion Tech project officer as appropriate
- To support the External Development Officer to plan and implement online marketing campaigns that drive engagement and traffic across social media for CFE FashTech activities
- To assist the External Development Officer in scheduling social media campaigns - from content creation to measurement of campaign success
- To liaise with CFE beneficiaries and SMEs to gather any marketing material/images as required for

campaigns

- To assist with any CFE events on social media campaigns, ticket admin, event production, post event feedback surveys etc.
- To help meet and greet visitors, providing refreshments when required
- To provide absence cover, as and when necessary
- To perform such duties consistent with your role as may from time to time be assigned to you 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 undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- 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.

- Fashion Tech Project Officer
- External Development Officer
- CFE Incubator Manager
- CFE Programmes and Applications Co-ordinator
- CFE Administrator
- CFE programme beneficiaries

Specific Management Responsibilities

Budgets: NO

Staff: NO

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Fashion Tech Project Assistant

Grade: 2

| Person Specification | |
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| Specialist Knowledge/Qualifications | Degree qualification Knowledge of working with small creative businesses or tech startups Post graduate qualification - desirable Knowledge of conducting academic research - desirable |
| Relevant Experience | Experience in a subject relevant to marketing, management, entrepreneurship, media studies or journalism Interest or experience in the fashion tech or tech industry Experience of social media and digital marketing Experience in creating content for digital channels ideally in design/fashion/creative environment Advanced digital skills |
| 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 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 day-to-day-problems |

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: December 2017