

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Project Co-ordinator

**Accountable to:** Centre Director

**Contract Length:** Permanent

**Hours per week/FTE:** 35

**Weeks per year:** 52

**Salary:** £33,653 pa

**Grade:** 4

**College/Service:** London College of Fashion, Centre for Sustainable Fashion

**Location:** 20 John Princes Street, London, W1G 0BJ

### Purpose of Role:

To work independently and collaboratively as a member of Centre for Sustainable Fashion (CSF) team providing a professional, high quality, student and partner facing service, supporting and advising CSF Knowledge Exchange and Education for Sustainability managers, to ensure contract, legal, strategic and other requirements are met and University policy and procedures and complied with.

To work closely with CSF Managers and CSF Director to ensure an effective and efficient project administration is in place to support specified education and / or knowledge exchange activities within the centre.

### Duties and Responsibilities:

- To provide an advisory and information service, giving support and guidance on the application of all relevant university and other project related policies and procedures, including the provision of regular surgeries and briefing sessions to staff, students and partner representatives.
- To provide comprehensive support to CSF Education and/ or Knowledge Exchange Managers, including deputising for them as required.
- To ensure the effective and efficient running of specified CSF projects, promoting CSF Strategic Plan, University policies and procedures and ensuring teams are fully briefed and aware of their responsibilities in meeting goals and workplan requirements.
- To co-ordinate partner project networks, project communication and reports including setting of agendas, collation and analysis of background materials and undertaking following up actions from meetings.
- To manage project related contractual staff as necessary, delegating specific tasks.
- To coordinate project reports and partner updates, project related events and activities as planned.
- To introduce and maintain effective reporting and monitoring strategies for specified projects, keeping the appropriate partners, team members and wider networks informed.
- To provide specialist advice and support to CSF Knowledge Exchange and/ or Education for Sustainability managers on contract and other matters relating to specific projects' scope of work.
- To be fully versed in project related operational functions of UAL, LCF, recognised university and industry engaged automated systems
- To manage specified projects towards achievement of CSF plans.
- To monitor and record specified project progress against outputs and targets.
- To co-ordinate absence cover as necessary in order to ensure the provision of a quality professional service at all times.
- To demonstrate a commitment to make use of all information and communications to meet the requirements of the role and promote organisational effectiveness.
- 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.

- CSF Education for Sustainability Manager
- CSF Knowledge Exchange Manager
- CSF Centre Director
- CSF Strategic Development Manager
- CSF Administrative team

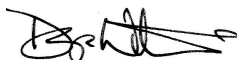
**Specific Management Responsibilities**

**Budgets:** co-ordination of specified project budgets

**Staff:** contracted staff as required

**Other** (e.g. accommodation; equipment):

Signed



(Recruiting Manager)

Date of last review \_\_\_\_\_

**Job Title: Project Coordinator****Grade: 4**

Person Specification	
Specialist Knowledge/ Qualifications	Project Management knowledge and MA in relevant subject area or equivalent experience
	Fashion and Sustainability knowledge and its application in education and / or industry
Relevant Experience	Specialist project management expertise and proven ability to co-ordinate or manage defined resources and budgets
	Proven ability of day to day management of events, activities or programmes
	Co-ordination of fashion and sustainability projects
	Proven ability of prioritising workloads
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
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	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve 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: 19/04/2018**