

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Exchange and Mobility Officer

**Accountable to:** Director of College International Office

**Contract Length:** 1 year fixed term contract

**Hours per week/FTE:** 35

**Weeks per year:** AYR

**Salary:** £27,801 - £33,938 pa

**Grade:** 3

**College/Service:** London College of Fashion

**Location:** John Prince's Street, London, W1G 0BJ

**Purpose of Role:**

The post holder will be the central point of contact for all ingoing and outgoing student and staff exchange activity at College level, including all aspects of Erasmus engagement, and will provide administrative support on all matters relating to student and staff exchanges.

The post holder will be responsible for ensuring that all arrangements relating to the exchanges are fully in place prior to the commencement of the exchange, and that a smooth execution of all aspects of the exchange is achieved throughout the duration of the exchange. Liaison with external institutions and participating partners will be a key requirement of the post holder, as will close contact with all College teams and individuals related to student/staff exchange activity, in order to ensure every aspect of the exchange programme is effectively coordinated, communicated and administered.

The post holder will work as a member of the College's International and Partnership Development team, as well as working closely with LCF Careers, and other related academic and administrative units of the College.

**Duties and Responsibilities:**

- To provide administrative support to all LCF student and staff exchange activities, both incoming and outgoing, through all stages of the exchange programme - set up, pre-arrival, on course and exit arrangements, effectively communicating with all parties involved in the exchange activity to ensure all related policy and procedures are adhered to.
- To develop and maintain a data base of staff and student mobility and exchange activities (both incoming and outgoing), which will provide both staff and students with up to date and specific information on partner institutions (partner institutions departmental representatives, session dates, courses available, related assessment systems) and industry engagement opportunities.
- To work with other Mobility and Exchange officers around the wider UAL community.
- To be the central point of contact for departmental representatives at partner institutions.
- To work with the Quality Assurance team within the College to ensure adherence to QA guidelines.
- To be responsible for all administrative procedures related to the establishment of bilateral agreements, liaising with various units in the College to ensure the necessary contractual arrangements and related documentation are in place to support exchanges.
- To provide pre-arrival information for incoming exchange students and staff, communicating as necessary to ensure individuals are welcomed and have all necessary documentation and information to support the exchange activity.
- To work closely with the College Academic Registry to ensure all student enrolment and on course student administration requirements are fulfilled.
- To liaise with the College's Resource unit to ensure necessary arrangements are in place for exchange visitors (ID card, IT requirements, etc.)
- To process incoming and outgoing student applications in liaison with the academic and student administration teams.
- To provide monthly reports on all exchange activity for Schools and other administrative departments at the College.
- To effectively welcome incoming staff and students to London College of Fashion through inductions and welcome events as well as being a point of contact for all incoming exchange staff and students.
- To be a member of the appropriate committees, working groups and report back to the wider college team
- To provide administrative support to Schools who want to source and secure funding for projects and research at undergraduate and postgraduate level.
- To be an active member of the International and Partnerships Development team, undertaking administrative tasks to support the various project work being carried out by the team.

**Erasmus Specific**

- To provide administrative support to staff who engage in Erasmus activity, such as providing information on different opportunities and how to access relevant funds

- To liaise with the University Erasmus Co-ordinator and to ensure effective communication of Erasmus activity
- To work closely with the Internal & External Relations team to effectively market and promote Erasmus information and opportunities both to internal and external audiences
- To work closely with LCF Careers with supporting outgoing students on Erasmus work placements.
- To communicate to students individually about the Erasmus processes; supporting them in the application process and offering information about cultural differences, course and language requirements
- To both seek and respond to exchange opportunities in a timely manner
- To comply with risk assessments regulations in accordance with Quality Academic Assurance Guidelines and ensure that all aspects of the Erasmus procedures are fully compliant with UAL Erasmus policy and the Erasmus Charter.
- To work closely with academic teams to ensure that academic and student requirements are closely aligned to any Erasmus experience.
- To keep up to date with current European legislation, policy documents and good practice, sharing this regularly with the wider team, industry and academics
- To effectively carry out feedback evaluations of the Erasmus experience and produce reports on this activity.

**General**

- To undertake other duties commensurate with the grading and purpose of the post as required
- To perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University.
- To demonstrate a commitment to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.

**Key Working Relationships:**

Students, Academic and Administrative Staff across the College  
Relevant staff within the UAL

**Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** N/A

**Other:** N/A

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

**Job Title: Exchange and Mobility Officer****Grade: 3****Person Specification**

Specialist Knowledge/ Qualifications	Relevant degree or equivalent experience with demonstrable understanding of Erasmus and funding procedures.
Relevant Experience	<p>Experience of working in an educational environment related to either student support or student funding provision</p> <hr/> <p>Understanding and experience of the Careers provision within Higher Education</p> <hr/> <p>Significant administrative experience of working in a fast paced environment</p> <hr/> <p>Experience of producing qualitative, analytical reports</p> <hr/> <p>Experience of giving presentations</p> <hr/> <p>Experience of working in own area of work and is able to work independently.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to supports excellent teaching, pedagogy and inclusivity
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: 18/7/17**