

JOB DESCRIPTION		
Job title: PA Social Purpose Group	Accountable to: Head of Social Purpose Operations	
Contract length: Permanent	Hours per week: 35	Weeks per year: 52
Salary: £30,777 - £37,468	Grade: 3	
Service: Social Purpose Group	Location: 272 High Holborn, London WC1V 7EY	
UAL and Social Purpose UAL is a world-class university, shaping the creative industries locally and globally. It offers an extensive range of courses in art, design, fashion, communication and performing arts and is ranked second in the world for Art and Design in the 2022 QS World University Rankings® . Made up of six renowned Colleges: Camberwell College of Arts, Central Saint Martins, Chelsea College of Arts, London College of Communication, London College of Fashion and Wimbledon College of Arts, UAL is home to a diverse body of over 20,000 students from over 130 countries. At UAL we believe the world needs creativity. That's why UAL is a social purpose university, dedicated to nurturing creativity and deploying it to help solve the world's problems. At the core of our new 10-year strategy is a commitment to making the world a better place.		
What is the purpose of the role? This is a brand-new role within UAL's Social Purpose Group. This is an exciting opportunity to support the Directors of the group in delivering against our aspirations to make UAL a purpose driven organization and tackle some of the big challenges facing the world today. The University's recently formed Social Purpose Group brings together communications, the new Social Purpose Lab, fundraising and UAL's recently launched AKO Storytelling Institute. Together, the group will enable UAL to change and shape the world for the better. You will provide a confidential secretarial and administrative service for the Social Purpose Group. The post-holder will co-ordinate department meetings, as well as manage the personal office of Social Purpose Group Directors. The post holder will also provide organisational support, as may be appropriate, to the wider Social Purpose Group.		
Duties and responsibilities <ol style="list-style-type: none">1. To support the Head of Social Purpose Operations in managing the day to day running of the Social Purpose Group offices requiring some onsite presence2. Work with the Head of Social Purpose Operations to plan and prioritise workloads to ensure that deadlines for action are met; monitoring deadlines and prompting further action as required; developing a meetings' schedule to reflect deadlines relating to agendas, reports and minutes.3. To proactively filter, process and channel incoming communications to the Social Purpose Group and take action where appropriate;4. To manage the Directors' diaries, co-ordinating activities to optimise the use of the Directors' time5. To organise and record department's senior staff meetings, preparing agendas, formatting minutes and compiling points for action as required, arranging room bookings, refreshments and distribution of papers		

6. To perform desk based research and collate information, producing reports and presentations where required
7. To prepare and draft high quality letters, minutes, e-mails, reports and presentations to deadlines and in house-style, using appropriate software.
8. To maintain records of staff development, training, teaching observations, research, and knowledge exchange activity for the department.
9. To support the management of special events and high-profile guest visits which relate to department wide activity.
10. To organise internal Social Purpose Group events as and when required, for example planning days, retirement/leaving functions, Away-days etc.
11. To coordinate travel arrangements on behalf of the Directors, and assist with related arrangements for external visitors to the department as required.
12. To provide financial administration support , raising purchase orders for authorisation and securing confirmation of invoices and processed payments and reconciling credit cards on behalf of the Directors

General

1. Assume other reasonable duties consistent with your role, as determined by the Head of Social Purpose Operations which may be assigned to you anywhere within UAL.
2. Undertake health and safety duties and responsibilities appropriate to the role.
3. Engage fully with the UAL anti-racism plans, in particular in the way they relate to policy and advocacy. Work in accordance with UAL's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
4. 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.
5. 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.
6. Conduct all financial matters associated with the role accordance to UAL's policies and procedures, as laid down in the Financial Regulations.
7. To personally contribute towards reducing UAL's impact on the environment and support actions associated with the UAL Sustainability Manifesto.

Key working relationships

- Head of Social Purpose Operations
- Chief Social Purpose Officer, Director of the Social Purpose Lab, Director AKO Storytelling Institute, Communications Director
- The wider Social Purpose Group
- PA/EA/Office Managers at High Holborn and around UAL, particularly those supporting senior leaders

Specific management responsibilities

N/A

PERSON SPECIFICATION

Specialist

Knowledge/Qualifications	Relevant qualification e.g. A level or equivalent experience Relevant Degree qualification is desirable Proficiency with MS Office Suite
Relevant Experience	Significant relevant office experience Relevant experience of diary management Significant relevant administrative experience Significant experience of working in a supporting role Experience of writing reports and formatting presentations Experience of committee servicing and minute taking
Communication Skills	Communicates effectively orally, in writing and/or using visual media. Excellent writing and presentation skills.
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

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REVIEWED MARCH 2023