JOB DESCRIPTION	
Job Title: Enterprise Community Coordinator	**Accountable to**: Enterprise Projects Manager
Contract Length: Three years	**Hours per week/FTE**: 35 hrs per week/1.0 **Weeks per year**: **AYR**
Salary: £33,653 pa	**Grade**: 4
College/Service: LCF Business & Innovation	**Location**: 20 John Prince's Street, London, W1G 0BJ and 182 Mare Street, London, E8 3RE

Purpose of Role:

The purpose of this role is to support the development of London College of Fashion's (LCF) external enterprise community for the benefit of our fashion business and fashion innovation support projects.

Primarily focusing on growing and managing a European community of SME businesses e.g. commuications, queries/enquiries and sign posting and support organisations for the newly-launched project '*Developing a Fashion Innovation Network for Europe (DeFINE)'* (funded by the European Commission COSME programme of the EU GA N. 806912-), and building on this to develop the wider LCF enterprise community.

The role contributes to delivery of the DeFINE project by coordinating LCF's participation in the development of a European fashion innovation network, working collaboratively with European project partners and overseeing elements of the project delivery. Specifically, the role-holder will support the Enterprise Projects Manager in developing and managing the project's online and offline communications, coordinating London-based networking/workshop events and the project's final European showcasing event, and liaising with the project's international partners to gain their input into marketing, communications and networking activities. The role holder will report to, and work closely with, LCF's Enterprise Projects Manager.

Duties and Responsibilities

- Carry out online research and liaise with colleagues and external partners to actively engage fashion and technology support organisations and start-ups/SMEs as members of the project network, hosted on the project's online platform, and liaise with project partner responsible for the back-end management of the platform to ensure optimum user-experience.
- Manage the network of members through online communications and act as first point of contact for members/prospective network members by fielding enquiries and signposting to relevant partners/colleagues where appropriate.
- Work with the Project Manager to develop the project communications and dissemination plan, take responsibility for implementing the plan and coordinate delivery from project partners.
- Coordinate the project's online (social media, newsletters, project platform) and offline communications and develop project marketing collateral and communication tools (e.g. power point presentations), engaging with external suppliers as necessary.
- Write copy and collate content for project online platform and social media channels, manage project social media delivery to actively engage an online community.
- Coordinate the production of project visual content and assets (including films and photography), liaising with project partners, participants and external suppliers as necessary.
- Coordinate London-based project networking/workshop events and the project's final European showcasing event, handling all aspects of delivery including; engaging external suppliers, coordinating input from LCF colleagues, recruiting attendees, securing speakers, coordinating delivery on the day and post-event reporting.
- Coordinate the input of LCF colleagues and external partners where relevant for specific project tasks, for

example; presenting at project events and delivering mentoring support.

- Coordinate the applications process for London-based events and support programmes; launching online calls for applications, managing communications relating to the calls, actively seeking and approaching network members and those not in the network to encourage them to apply, to communicate with businesses regarding shortlisting and selection/non-selection.
- Coordinate the participation of LCF colleagues and project partners to present at conferences and events across Europe to disseminate information about the project, and ensure they are equipped with relevant information and presentations.
- Monitor delivery outcomes, including online metrics and managing feedback from stakeholders, and keep records for use in project reporting, which will be managed by the Project Manager.
- Contribute to the governance of the project by attending, as required, project meetings within LCF and with project partners, and prepare agendas, updates and reports.
- With support from the Knowledge Exchange Administrator, ensure all relevant travel, finance and contracts administration are carried out to a high level of detail and in a timely manner.
- You may be expected from time to time to travel within or outside of the UK for project meetings and events.
- Work with colleagues across LCF Business & Innovation, Student Enterprise Team, and the wider college, to integrate the networks developed through the DeFINE project into wider activities where opportunities arise**.**
- Adhering to GDPR requirements, ensure the ongoing legacy of the DeFINE project by actively seeking opportunities to connect with and develop opportunities to link external partners into the college, for the development of knowledge exchange projects.
- To line manage staff as may be appropriate.
- 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
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

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

- Enterprise Projects Manager
- Manager, Centre for Fashion Enterprise
- Centre for Fashion Enterprise Fash-Tech Officer & Fash-Tech Project Assistant
- Fashion Innovation Agency Team
- LCF academics contributing to DeFINE project
- DeFINE Project Partners (external)
- LCF Internal & External Relations Team
- Associate Dean, Enterprise
- Director of Business & Innovation

Specific Management Responsibilities

Budgets: No

Staff: Yes, as may be appropriate

Other (e.g. accommodation; equipment): No

Signed _____ Date of last review _____
   (Recruiting Manager)

Job Title: **Grade: 4**

Person Specification	
Specialist Knowledge/ Qualifications	First degree in relevant subject (marketing / digital/ media / journalism/ business/ fashion)
	Demonstrable knowledge of marketing & media sectors
	Demonstrable knowledge of the fashion industry or other relevant creative industries
	Advanced level of digital literacy
	Advanced knowledge of CMS such as WordPress, OcPortal, Drupal etc.
Relevant Experience	Fashion or other Creative industries
	External Marketing Communications
	Events management
	Customer focussed environment
	Effective use of social media in a business context
	A high level of accuracy in copywriting and developing content/proofing for websites, press releases or other promotional communications
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
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