

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Events Co-ordinator (Content)		<b>Accountable to:</b> Head of Communications
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 35	<b>Weeks per year:</b> AYR
<b>Salary:</b> £33,653 pa	<b>Grade:</b> 4	
<b>College/Service:</b> London College of Fashion	<b>Location:</b> John Princes Street, London, W1G 0BJ	

**Purpose of Role:**

As part of the Internal and External Relations department (IER) this role will manage small projects and co-ordinate content for the College's events and industry projects programme. The post holder will create and co-ordinate all messaging and content relating to the events programme, confirming details, keeping records and disseminating information. Working with the Head of Communications to liaise with graphic designers for the College's events, and with the exhibitions technical team to create and install on-site graphic elements.

The post holder will liaise with students and Creative Directors to collate credits, work submission and selection, to edit press, web, comms and exhibition copy, and to prepare and send invites. They will liaise with students to ensure there is clear messaging about the showcasing of student work for events.

The post holder will work closely with the communications team to identify strong student work and profiles, and to help engage internal and external audiences in the College's events and projects throughout the year.

**Duties and Responsibilities:**

- To work with the Internal and External Relations department and academic staff to plan and co-ordinate the organisation of content for the College's events programme.
- To provide comprehensive project management and editing support to ensure events and projects content is created and disseminated on time and to a high standard, liaising with staff across the organisation
- To write, proof read and edit exhibition and event text as agreed, to a high standard
- Liaison with designers, exhibitions technical team, and other external contractors to ensure events are presented to a high standard within budget
- To liaise with sponsors and event partners on contracts and logos, and to make sure the designer has everything they need and is fully briefed
- To liaise with printers and other suppliers on events material
- To project manage smaller events for the College
- To assist with the organisation of exhibitions and shows relevant to project work, working in collaboration with the site administrators and working party, as and when required
- Management of student registration processes including expressing interest in projects, exhibitions, activities etc. Collating the necessary information on behalf of the working party to

enable successful planning

- Content management for exhibitions and catwalk shows, including liaising with students on content submissions and delivery, crediting and passing on details for profiling
- To ensure deadlines are met by the working group in relation to events graphic design, content, student communications
- Scoping the feasibilities of new projects with industry partners providing essential research and ascertaining what support is required to deliver the project
- To introduce and maintain effective reporting and monitoring strategies for all activities related to project work, keeping the appropriate colleagues and managers informed in a timely manner.
- Working closely with the legal team to draw up student agreements including some student sponsored projects (SSPs), partner agreements and release forms
- Management of relationships with a variety of Internal and External Stakeholders in relation to events and projects
- To be the conduit between staff and students involved in projects/events
- To demonstrate a commitment to make use of all information and communications to meet the requirements of the role and promote organisational effectiveness
- To provide a high level of customer service to staff and students, resolving queries wherever possible
- To actively contribute to achieving IER objectives through the events programme such as student recruitment and fundraising
- To manage specialist support staff where required, including induction, probation, 1:1 meetings and appraisal as 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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- 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.

- Head of Communications
- Director of Internal and External Relations
- Internal and External Relations Managers – especially Media Relations Manager, Communications Manager and Events Manager
- Events team
- Creative Directors (four) and Deans (three)
- Other college web managers/coordinators
- Students

**Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** Yes as appropriate

**Other:** N/A

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

**Job Title:**

**Grade: 4**

**Person Specification**

Specialist Knowledge/ Qualifications	Specialist knowledge of events communications and planning  Detailed understanding of writing for web and print is essential  Editing and proofreading  Has received formal training or education at post 16 level  Relevant degree in communications is desirable  An interest in fashion or art and design is desirable
Relevant Experience	Experience of managing web environments for complex organisations is essential  Previous experience within an advisory role in communications is desirable  Experience of writing, editing and commissioning content is essential  Experience in liaising with design and print is desirable  Experience in project management and partnership management is desirable
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

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: April 2015**