

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Centre Coordinator	<b>Accountable to:</b> Centre Director	
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 0.6	<b>Weeks per year:</b> 52
<b>Salary:</b> £33,653 pro rata pa	<b>Grade:</b> 4	
<b>College/Service:</b> London College of Fashion, Centre for Sustainable Fashion	<b>Location:</b> 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, service, supporting and advising CSF Knowledge Exchange, Education for Sustainability and Strategic Development managers, CSF Director and other researchers, to ensure legal and other requirements are met and University policy and procedures and complied with.

To work closely with the Strategic Development Manager to ensure an effective and efficient administrative service is in place to support all administration activities across 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 provide comprehensive support to the Strategic Development Manager, including deputising for them as required.
- To ensure the effective and efficient running of Centre for Sustainable Fashion, promoting CSF Strategic Plan, University policies and procedures and ensuring staff are fully briefed and aware of their responsibilities in meeting goals and workplan requirements relating to CSF, LCF and UAL strategic plans.
- To co-ordinate core team meetings, centre team meetings and centre related LCF and UAL meetings with senior management teams, including setting of the agenda, distribution of papers and undertaking following up actions.
- To line manage centre administrative assistant including undertaking their annual appraisal and delegating specific tasks.
- To coordinate multi-institutional and international bids, preparing and drafting documentation for grant applications, liaising with funding bodies and associated internal offices.
- To establish, manage and co-ordinate the administrative procedures within the centre, ensuring the accuracy, quality and timeliness of tasks undertaken, including quality control of procedures for both manual and automated systems and the maintaining of good working environments.
- To introduce and maintain effective reporting and monitoring strategies for all activities of the centre, keeping the appropriate managers informed.
- To co-ordinate and deliver the Centre's Annual Monitoring Report, and other high-quality centre project reports as required.
- To provide specialist advice and support to CSF Knowledge Exchange, Strategic Development and Education for Sustainability managers and CSF researchers on contract and other relevant legal matters relating to CSF's scope of work.
- To be fully versed in the operational functions of UAL, research bodies, academic publisher and other related automated systems

- To manage CSF core team activities and projects towards achievement of CSF plans.
- To monitor and record the Centre's impact, regularly assessing 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 Strategic Development Manager
- CSF Centre Director
- CSF Research team members
- Knowledge Exchange and Education for Sustainability Managers
- CSF Administrative team
- UAL RMA team members

**Specific Management Responsibilities**

**Budgets:** co-ordination of CSF budgets

**Staff:** CSF Administrative Assistant and contracted staff

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

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

**Job Title: Centre Manager**

**Grade: 4**

**Person Specification**

Specialist Knowledge/ Qualifications	Project Management knowledge and relevant project management qualifications
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
	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
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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**