

Job Title: Project Administrator, Fashion Innovation Agency		Accountable to: Business Manager, Fashion Innovation Agency	
Contract Length: 1 year fixed term contract		Hours per week/FTE: 35	Weeks per year: 52
Salary: £29,358		Grade: 3	
College/Service: London College of Fashion/ Business & Innovation		Location: 20 John Princes Street, London, W1G 0BJ and relocating to Stratford in 2022	
Purpose of Role: <p>This role sits within the Fashion Innovation Agency (FIA), which is part of the Graduate Futures, Business & Innovation department at London College of Fashion. FIA is a growing creative consultancy central to LCF's leadership in fashion-tech, providing a basis for cross-disciplinary collaboration between the fashion and technology industries in order to drive innovation.</p> <p>The purpose of the role is to provide administrative and finance support to the FIA team, and to work closely within the team to successfully deliver projects to clients, ensuring that UAL processes and protocols are adhered to. As the FIA team also supports and delivers on externally funded projects there is a requirement for accurate and diligent record keeping and reporting and adherence to financial procedures in line with external funders' requirements.</p>			
Duties and Responsibilities <ul style="list-style-type: none">• To undertake finance administration tasks for the Fashion Innovation Agency projects:• complete purchase orders and monitor expenditure against relevant project budgets in compliance with UAL's financial procedures and in line with any external project funding requirements.• to monitor the FIA consumables budget, tracking expenditure and ensuring that items are correctly coded.• to manage and process expenses for FIA team within the UAL requirements• track projects to issue sales invoices, provide credit control and ensure designers/suppliers are paid promptly.• To communicate FIA projects effectively to the Contract Manager/Administrator, working effectively within the UAL Legal framework, providing feedback to Contracts Manager in a timely fashion and liaising with Legal/Clients to finalise contracts.• To produce letters, reports, presentations and project materials for Fashion Innovation Agency projects including printing, collating and photocopying.• To liaise with companies involved with FIA projects to request or provide information on behalf of the FIA project manager, in support of project delivery and to help meet deadlines.• To coordinate the preparation and collection of timesheets as required by funders for FIA team members or other staff within the Business & Innovation team that are matched on projects, and to maintain accurate monthly timesheets and records of work undertaken.• To update the FIA website's News and Projects pages ensuring all the information is up to date and manage FIA's social media accounts including Instagram, Twitter, Linkedin and YouTube.• To liaise with internal colleagues such as KE Communications team and LCF Comms.• To be the central point of contact for FIA enquiries via the FIA website or by phone, responding and directing enquiries appropriately to support business development opportunities.• To deal with correspondence including post and emails and to respond to general queries.• To set up and coordinate meetings and conferences, preparing agendas and taking minutes, and to organise London Fashion Week/London Fashion Week Men's ticket requests & scheduling of attendance for FIA team members.• To capture relevant KPIs to demonstrate the impact of FIA's work in supporting LCF students, graduates and SMEs, as well as industry and press engagement. To maintain current project related paper records and filing systems.• To archive documents and develop and maintain procedures for keeping records and filing (hard copy and electronic), in line with the requirements of project funders and UAL information retention protocols.			

- To support conducting research, compile data and prepare papers as requested by management, including data required in support of LCF's Knowledge Exchange activity, the Small Business Charter application and other College initiatives.
- To arrange domestic and international travel, accommodation and transfers for staff members and to fulfil visa, safety and cultural requirements of the destination country, ensuring LCF's International Partnerships Department is provided with the relevant travel details.
- To assist with the organisation of internal and external events such as conferences, seminars and workshops.
- To update a database of contacts, maintaining accuracy and relevance.
- To book meeting rooms, meet and greet visitors,
- To maintain the office stationery supplies, monitor stock levels and order supplies when needed.
- To book couriers and deal with despatch/ collection needs in support of FIA project delivery.
- 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, also includes seeking advice from UAL tax/insurance teams
- 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.

- Head of FIA
- FIA Business Manager
- FIA Technology Development Manager
- FIA Creative Technologist
- LCF Contracts Manager
- LCF Digital Learning Lab Team
- LCF Digital Anthropology Team
- LCF Associate Director of Business & Innovation
- LCF Finance Team
- External clients

Specific Management Responsibilities

Budgets: No

Staff: No

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Business Support Administrator

Grade: 3

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	<p>Educated to undergraduate degree level or with equivalent relevant experience</p> <p>High level of competency in Microsoft Word, Excel and Outlook and use of the web/ internet and social media</p> <p>Interest in fashion, technology, arts, design, communications desirable.</p>
Relevant Experience	<p>Experience of dealing with external suppliers & purchase ordering</p> <p>Experience of following set financial procedures and processes</p> <p>Experience of using a financial package to record and report financial information</p> <p>Experience of supporting with project delivery</p> <p>Experience of working in a customer focused and/or creative agency environment</p> <p>Experience of managing social media accounts</p> <p>Experience of organising events</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p>