

## JOB DESCRIPTION

**Job Title:** Social Responsibility Projects Coordinator **Accountable to:** Director of Social Responsibility  
**Contract Length:** 6 months in the first instance **Hours per week/FTE:** 28/0.8 **Weeks per year:** AYR  
**Salary:** £34,326 pro rata pa **Grade:** 4  
**College/Service:** London College of Fashion, College Social Responsibility Unit **Location:** 182 Mare Street, London, E8 3RE

### Purpose of Role:

This role is key to the expansion of the Social Responsibility remit within the College. The post holder will be required to manage small projects and assist in the coordination of major projects related to the initiatives and projects in this area.

The post holder will also be expected to liaise and communicate with both internal and external stakeholders and assist the Director and Project Managers with the maintenance of strategic relationships in this area, providing a consistent point of contact for the key stakeholders related to the project delivery. The post holder will provide coordination and administrative support to the Social Responsibility team. They will be expected to support planning activities, and to schedule and coordinate meetings and other resources, whilst tracking and reporting progress.

### Duties and Responsibilities:

- To manage small projects and assist in the coordination of major projects related to the initiatives and projects in this area.
- To provide comprehensive administrative and project management support to the SR team to achieve high quality outputs and deliverables.
- To build and nurture networks and be responsible for the collation, organisation and administration of the SR database continually up-dating information relating to key contacts, partners and stakeholders.
- To work in collaboration with Press and Communications team to produce content for public promotion of project activity.
- To co-ordinate visits and schedules for staff undertaking project related activities and scoping missions in order to ensure they are properly prepared and briefed on all requirements.
- To communicate with and engage Course Teams, technical teams and students with activities related to both curricular and extra-curricular SR projects.
- To undertake responsibility for the management and organisation of staff/students that are employed through the project activities; which includes organising schedules, contracts, legal agreements and payments.
- To establish, manage and co-ordinate administrative procedures for project work and day to day activity, ensuring the accuracy, quality and timeliness of tasks undertaken, ensuring the quality and consistency of procedures.
- To coordinate resources and support for the department ensuring certain day to day activity is monitored effectively
- To attract and assist in researching for projects, including the preparation of regular reports of both of a qualitative and quantitative nature, including updating as appropriate in a regular and timely manner.
- To obtain, collate and interpret quantitative and qualitative data that will contribute towards reports and project evaluation
- To support in the setting up and smooth running of internal and external project related events

- To establish, manage and co-ordinate the administrative procedures/function within the area, ensuring the accuracy, quality and timeliness of tasks undertaken, including quality of processes and procedures for both manual and automated systems.
- To manage, maintain and process financial information and budget records relating to the project budgets on behalf of the Director and Project Managers
- To introduce and maintain effective reporting and monitoring strategies for all activities related to project work, including the budgetary position, keeping the appropriate colleagues and managers informed in a timely manner.
- To support and prepare research and data collection in order to prepare and develop internal and external presentations and visual materials.
- To clerk meetings, including setting of the agenda, distribution of papers, taking notes and undertaking follow up actions.
- To line manage staff as may appropriate, including probation, 1:1 meetings and appraisal.
- 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:**

- Director, Project Managers and external partners, with whom regular contact is required.

#### **Specific Management Responsibilities**

**Budgets:** Project Management budgets

**Staff:** Yes

**Other** N/A

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

## Job Title: Social Responsibility Projects Coordinator Grade: 4

Specialist Knowledge/ Qualifications	<p>Educated to a minimum of A level or equivalent</p> <hr/> <p>Relevant degree or equivalent work experience. (desirable)</p> <hr/> <p>Knowledge of finance management systems (e.g. Agresso)</p> <hr/> <p>Knowledge of content management systems Excellent numeracy and literacy</p>
Relevant Experience	<p>Significant experience in working in a supporting role</p> <hr/> <p>Significant administration experience</p> <hr/> <p>Significant experience of writing and formatting reports using a variety of packages</p> <hr/> <p>Experience of working with a variety of levels of staff</p> <hr/> <p>Co-ordination of small projects in collaboration with a variety of stakeholders at all different levels</p> <hr/> <p>Day to day support for senior management</p> <hr/> <p>Customer services experience</p> <hr/> <p>Experience of providing project updates for internal and external dissemination</p> <hr/> <p>Experience of collating information and report writing</p> <hr/> <p>Experience of tracking budgets and actions</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting</p>

	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: May 2018**