

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Business Development (Making For Change)		Accountable to: Director of Social Responsibility	
Contract Length: Fixed term contract for 2 years	Grade: 6	Hours per week/FTE: 0.6	Weeks per year: AYR
Salary: £46,423 pro rata pa			
College/Service: London College of Fashion, Social Responsibility		Location: London College of Fashion, Poplar Works	

London College of Fashion, University of the Arts London (LCF) (UAL) believes that fashion shapes lives. Through LCF's Making for Change programme, the College is turning belief into action. And action into opportunity. Making for Change helps people gain hands-on fashion manufacturing skills, industry-recognised qualifications – and later, jobs in the UK fashion manufacturing industry.

Making for Change is London College of Fashion's vocational training and ethical manufacturing initiative. Working with local communities in east London and women in prison, we aim to break barriers to employment and change the way people think about fashion production.

In 2020, an innovative new project will be established at Poplar Works. Polar Works is a £3.9million project, part funded by the Greater London Authority (GLA), led by Poplar HARCA together with London College of Fashion, UAL and creative space enterprise The Trampery. It will provide a distinctive space in the heart of the Poplar community, aiming to nurture undiscovered talent and potential and create new possibilities for future generations.

This new building, has transformed disused garage spaces into a unique Fashion and Makery Hub, comprising design studios, a garment manufacturing unit, a "makery" for up-cycling and local artisan-style businesses and a showcase and cafe space.

This project provides a unique opportunity to bring together two key areas of work together and strategically develop a new area of manufacturing and business. The Making for Change: Downview and Poplar Works working together can build a unique approach to design, business and manufacturing through focusing on the change necessary to create a business and production model for the future.

Purpose of Role:

The Head of Business Development will work connecting and supporting both teams, whilst focusing on creating a new manufacturing model. This new role will provide a strategic vision related to new production methods, consider the circular economy related to both business and production, support designers located at Poplar Works to develop their business models and provide advice regarding the production process.

This role will be required to think strategically, innovating a new manufacturing model and its future within the industry. The role will develop a new supply chain, change the way in which manufacturers produce, utilize existing textiles as a resource and produce up-cycled, high quality products. This will require researching new technology to find solutions to the methods required within a 'circular production' model.

Additionally, this role will connect clients to the Making for Change: Downview and Poplar businesses providing the client with the appropriate supplier for production, either sampling and small production runs or the larger scale production at Poplar Works. A focus on creating a sustainable business will help to support the project as it establishes itself as an exciting new project in the community.

Duties and Responsibilities:

- To innovate, plan, design and build a new model of production which aims to keep materials in use and minimise waste. (Circular Economy)
- To strategically develop influential relationships with key industry partners, and businesses, innovating new collaborative projects, identifying new opportunities for growth, co-designing sampling and production, resourcing and technology.

- To inform a new business strategy focusing on the Making for Change Enterprise at Poplar Works, developing a business plan leading towards a sustainable business.
- To manage existing clients, and contractual agreements related to Making for Change: Downview, whilst developing new business directed towards Poplar Works.
- To develop knowledge and resources required for manufacturing up-cycled products, e.g. exploration of over-production issues, development of up-cycling methods, managing sampling and production processes.
- To provide knowledge of the new sustainable business models which will inform enterprise and income growth opportunities.
- 1-1 support for the PW businesses
 - Mentoring/ providing production expertise to businesses
 - Helping to find solutions for production
- Building/ maintaining networks with manufacturers and other service suppliers
- Informing curriculum and Student Enterprise programmes
- To provide specific expertise on the production manufacturing business and be open to explore change within it.
- To facilitate and sign-post business clients towards suitable production proposal.
- To produce quarterly income and client reports keeping the management team informed of income development.
- To work on a one-to-one basis with clients to diagnose most effective production needed, and to develop and implement a work plan.
- To work with the wider teams consulting them as necessary.
- To manage the development of new Toolkits and production innovation specifically related to the supply chain as new knowledge is created, and promoting these methods to new clients.
- To ensure all meetings and client activities are recorded and documented within an appropriate database which will enable consistent communication across the Downview and poplar Works projects.
- To identify any measuring outcomes within the businesses, which can be recorded and collecting evidence of success or issues to resolve.
- To provide absence cover, as and when necessary.
- To line manage staff as appropriate, including induction, probation, 1:1 meetings and appraisal.
- To produce detailed reports as may be required.
- To manage various projects within the project as may be required.
- 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:

Director of Social Responsibility
Head of Prison Relationships
Downview Production team and Quality Control Lecturer
External partners, and client networks

Specific Management Responsibilities

Budgets: Making for Change Enterprises

Staff: Yes

Other Accommodation; equipment as appropriate

Person Specification	
Specialist Knowledge/ Qualifications	Degree or equivalent in Business and/or production management
	Knowledge of production techniques for a wide range of garment and product types
Relevant Experience	Experience of both UK and overseas production for high end ready to wear
	Experience of Business Innovation and Strategy
	Experience of working with designers
	Experience of working with both small and large production units
	Budget management
Communication Skills	Project management
	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
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 manages resources effectively to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student Experience or Customer Service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique 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: 03/07/2020