

JOB DESCRIPTION

Job Title: Administrative Assistant

Accountable to: Centre for Sustainable Fashion Director

Contract Length: 1 year fixed term contract

Hours per week/FTE: 35

Weeks per year: AYR

Salary: £27,801 - £33,938 pa

Grade: 3

College/Service: London College of Fashion

Location: Centre for Sustainable Fashion

Purpose of Role:

The Centre for Sustainable Fashion is a home for research, enterprise and educational activities. It works both within the College and with external partners and collaborators across academia, the creative sector, government departments and the wider fashion industry to create new visions for the practice and processes involved in fashion. The purpose of this post is to work flexibly as a member of the team, providing administrative and project support to the CSF Director.

Duties and Responsibilities:

- To provide administrative support as directed by the Centre's Director, including email, meetings, diary management, and travel arrangement.
- To provide administrative and research support for projects, bids and proposals, and provide overall support for the CSF Director in achieving research aims and objectives.
- To provide regular reporting on data relating to the centre's outputs and impacts.
- To assist with the organisation of internal and external events such as conferences, speaker engagements, and open days.
- To support the CSF Director in developing materials for presentations for internal and external activities, including digital presentations.
- To respond orally, in writing and face to face to a range of enquiries and related matters from internal and external sources.
- To create, input and maintain manual, electronic files and information systems.
- To produce information material, research, letters, reports, and information material as required.
- To document notes and attend meetings (internally and externally) as determined necessary by the CSF Director
- To arrange interviews and meetings and follow ups from meetings.
- To produce communication materials, letters, reports, and information as required.
- To respond to enquiries from internal staff, students and researchers and external collaborators and partners and the general public by telephone, e-mail and face to face. Resolving routine general enquiries, and referring more complex enquiries to other members of the CSF team as appropriate.
- To help meet and greet visitors, providing refreshments when required.
- To maintain relevant filing systems, databases and mailing lists as appropriate for CSF projects and events
- To support team meetings and committee meetings by scheduling, clerking and ensuring the circulation of agenda's, minutes and other associated documents.
- To maintain the office stationery supplies, CSF post and keep the Centre's spaces tidy.
- To provide absence cover, as and when necessary.
- To assist with the preparation of management information, for both internal and external purposes.
- To process and maintain financial information, process invoices and other financial procedures as directed by the CSF Director, liaising with LCF and UAL finance teams.
- 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 Director
- CSF Team, including CSF's Manager, Research and Enterprise Manager, Education Manager, researchers and administrators

Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Administrative Assistant**Grade: 3****Person Specification**

Specialist Knowledge/ Qualifications	<p>Has a first degree in an arts based subject</p> <p>Is able to work independently without direct supervision, with an ability to clarify, plan and prioritise own work to achieve objectives to the standards expected, including working with others to achieve personal and centre objectives</p> <p>Ability to provide oral and written information clearly and concisely and is able to understand and explain specialist terms commonly used in fashion and sustainability</p> <p>Good understanding of fashion and sustainability</p>
Relevant Experience	<p>Strong experience managing email and diary systems</p> <p>Has experience organising and managing events, workshops and other activities</p> <p>Has experience of dealing with and communicating to a range of audiences</p> <p>Has experience in project support including data collection, finance processing, report writing and disseminating information</p> <p>Experience with budget monitoring, including processing invoices and expenses claims</p> <p>Strong experience using MS Word/Outlook/Excel/PowerPoint, Photoshop /Illustrator/InDesign</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	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
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