

JOB DESCRIPTION	
Job title: Programme Assistant, Fashion District	Accountable to: Project Director, Fashion District
Contract length: One year	Hours per week: 1.0 Weeks per year: 52
Salary: £30,777 – £37,468 pa	Grade: 3
Service: London College of Fashion	Location: 20 John Princes Street, London W1G 0BJ and relocating to Stratford from 2023
<p>Purpose of Role:</p> <p>The Fashion District is an initiative led by UAL, London College of Fashion (LCF) in partnership with a number of external organisations including the Greater London Authority, British Fashion Council, UK Fashion and Textiles and London Legacy Development Corporation. Its aims to strengthen London's position as the global capital of fashion tech, creating a legacy and driving economic and social transformation in east and north London by providing an environment where fashion, tech, business and education meet, compete, collaborate and innovate – developing new products and processes, supporting business and nurturing talent.</p> <p>This role will support the Fashion District team by assisting with the coordination of the Fashion District programme including general administrative duties, coordinating financial processes, data collection, report writing and light touch research. The postholder will administrate a diverse programme of internal and external events in collaboration with Fashion District partners including events management duties. The postholder will also support the communications programme with responsibility for coordinating marketing materials, website maintenance and social media.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • To provide comprehensive support to the Fashion District Director and general administration of the Fashion District programme • To represent Fashion District internally and externally liaising with partners, industry, public and private sector representatives • To assist with planning and delivery of Fashion District events and major projects such as the Fashion District Festival, Innovation Challenge Prizes, forums/roundtables • To coordinate IRL and online events and activities including managing attendee lists, maintaining CRM / mailing lists and undertaking front of house duties • To administrate the financial processes for Fashion District activities including payments and invoicing observing the University's financial systems • To assist with the delivery of a high standard and diverse programme of communications activity to position Fashion District as a leader for fashion innovation • To produce high quality written & visual communication and marketing materials including powerpoint presentations, monthly newsletter, to promote the Fashion District brand identity • To create engaging online content for the Fashion District web pages, blogs, social media channels (copy and imagery) – liaising with designer and copywriter • To manage the enquiries inbox, respond to and signpost enquiries • To maintain records of project information and documents and undertake desk based research to support the preparation of any internal and external reports and funding bids <p>Other Duties and Responsibilities:</p> <ul style="list-style-type: none"> • 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 Dignity at Work 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
- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.
- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites/venues as necessary

Key Working Relationships

- Fashion District Director and Fashion District Programme Coordinator
- Fashion District external partners and stakeholders
- Director of Business and Innovation
- LCF teams: B&I incl. Fashion Innovation Agency, Graduate Futures, Social Responsibility, Cultural Programming, LCF Insights
- LCF Internal and External Relations team

Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Last updated: 09/01/2023

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	<p>Degree in relevant subject or equivalent experience</p> <p>Demonstrable knowledge of UK fashion industry and understanding of technology innovation and application within the creative industries</p> <p>Advanced level of digital literacy with advanced skills in Microsoft word, Excel, PPT, and website platform/s</p>
Relevant Experience	<p>Experience in events management and working with different stakeholders on events design and delivery</p> <p>Experience of office administration systems and protocols incl. database management</p> <p>Experience in communications with a high level of accuracy in copywriting and developing content/proofing for websites, press releases or other promotional communications</p>

	<p>Effective use of use of social media in a business context</p> <p>Experience in conducting primary and secondary research and using the internet as a source for gathering relevant research information</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media
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

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.