

|  |
| --- |
| JOB DESCRIPTION AND PERSON SPECIFICATION |
| **Job Title**: Administrative Assistant, Fashion Space Gallery | **Accountable to**: Director and Curator, Fashion Space Gallery |
| **Contract Length**: Permanent | **Hours per week: FTE** 0.6 | **Weeks per year**:AYR |
| **Salary** £23,091 - £27,226 pa | **Grade**: 2 |
| **College/Service**: London College of Fashion  | **Location**: 20 John Princes Street, London, W1G 0BJ  |
| **Purpose of Role:** To assist the Curatorial and Project Assistant, Fashion Space Gallery and the Director, Fashion Space Gallery in supporting a wide range of projects relevant to the Fashion Space Gallery (FSG) programme of activities.The post holder will work both independently and as a member of the Fashion Space Gallery team in delivering a successful programme of exhibitions and events. |
| **Duties and Responsibilities:*** To assist in coordinating the general administration of the Fashion Space Gallery.
* To assist in creating, inputting and maintaining files, records and financial accounts and other day-to-day matters of the Fashion Space Gallery’s administration.
* To assist in supporting the Director and Curatorial and Projects Assistant by dealing with enquiries, arranging meetings, booking travel, writing ad hoc letters and other administrative tasks.
* To assist with supporting Fashion Space Gallery activities and events including workshops, seminars, symposia, exhibitions, conferences, meetings, including arranging hospitality, room-booking, servicing meetings and events.
* To assist in the updating of the website, social media, publicity and newsletters for Fashion Space Gallery.
* To keep the digital filing system up-to date and to maintain and organise Fashion Space Gallery storage
* To deal with financial administration such as raising PO, setting up suppliers, submitting credit card reports, obtaining quotes and communicating with the finance department.
* 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 in particular preparing risk assessments and liaising with the Health and Safety Officer and Estates Manager
* 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, Fashion Space Gallery
* Curatorial and Projects Assistant, Fashion Space Gallery
* CF Internal and External Relations Department
* Finance Department
* Estates and Health & Safety
* College Director of Administration
 |
| **Specific Management Responsibilities****Budgets**: N/A**Staff**: N/A**Other** (e.g. accommodation; equipment): N/A |

Signed Date of last review

 (Recruiting Manager)

**Job Title:**  Administrative Assistant **Grade: 2**

|  |
| --- |
| Person Specification  |
| Specialist Knowledge/ Qualifications | Educated to at least A-level, or has equivalent work experienceUndergraduate degree level qualification (desirable)Fully versed in the application and use of IT Office packages Additional knowledge of basic IT imaging tools (desirable) |
| Relevant Experience | Experience of working in a busy, multi-layered environment, preferably in a higher education institutionExperience of providing support to a teamExperience of working in an administrative roleExperience of updating and maintaining systemsExperience of working with academic and industry partnersExperience of supporting exhibitions/events that are both internally and externally facing |
| Communication Skills | Communicates effectively orally, in writing and/or using visual media |
| Planning and Managing Resources | Plans, prioritises and organises work to achieve objectives on time |
| Team Work | Works collaboratively in a team 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 day-to-day problems |

**Last updated: 14/04/2015**