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| 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**

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| Person Specification | |
| Specialist Knowledge/ Qualifications | Educated to at least A-level, or has equivalent work experience  Undergraduate 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 institution  Experience of providing support to a team  Experience of working in an administrative role  Experience of updating and maintaining systems  Experience of working with academic and industry partners  Experience 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**