

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Administrative Assistant, Fashion Space Gallery		<b>Accountable to:</b> Director and Curator, Fashion Space Gallery	
<b>Contract Length:</b> Permanent	<b>Hours per week:</b> FTE 0.6	<b>Weeks per year:</b> AYR	
<b>Salary</b> £23,091 - £27,226 pa		<b>Grade:</b> 2	
<b>College/Service:</b> London College of Fashion		<b>Location:</b> 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

Specialist Knowledge/ Qualifications	<p>Educated to at least A-level, or has equivalent work experience</p> <p>Undergraduate degree level qualification (desirable)</p> <p>Fully versed in the application and use of IT Office packages</p> <p>Additional knowledge of basic IT imaging tools (desirable)</p>
Relevant Experience	<p>Experience of working in a busy, multi-layered environment, preferably in a higher education institution</p> <p>Experience of providing support to a team</p> <p>Experience of working in an administrative role</p> <p>Experience of updating and maintaining systems</p> <p>Experience of working with academic and industry partners</p> <p>Experience of supporting exhibitions/events that are both internally and externally facing</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>
Team Work	<p>Works collaboratively in a team or with different professional groups</p>
Student Experience or Customer Service	<p>Provides a positive and responsive student or customer service</p>

Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve day-to-day problems
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**Last updated: 14/04/2015**