

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| <b>Job Title:</b> Special Projects Manager (maternity cover) | <b>Accountable to:</b> Director of Social Responsibility |                            |
| <b>Contract Length:</b> 6 months (in the first instance)     | <b>Hours per week/FTE:</b> 28 hrs per wk                 | <b>Weeks per year:</b> AYR |
| <b>Salary:</b> £37,265 pro rata pa (£29,812 pa)              | <b>Grade:</b> 5  |                            |
| <b>College/Service:</b> London College of Fashion            | <b>Location:</b> 20 John Princes Street                  |                            |

**Purpose of Role:**

The role will develop and manage external and internal projects for the College, with a high emphasis on demonstrating the importance of Fashion as a discipline, and how Fashion can drive change, build a sustainable future and improve the lives of our wider community.

The role holder will also be expected to contribute to the enhancement of the College brand, by raising awareness through targeted project work that has a particular focus on social responsibility and inclusion issues and the role of fashion education within this.

**Duties and Responsibilities:**

- To progress and influence policies and strategies which demonstrate how fashion education can be used as a means to better the lives of our wider community through targeted project work with external partners within a disadvantaged environment.
- To develop, influence and nurture relationships with key individuals and strategic partners, in order to initiate and manage course collaborative projects, including fundraising, management of the project, management of the staff and students involved and management of the project budget.
- To create programmes of activity related to the project work, which will include the provision of up-skilling opportunities for the participating disadvantaged individuals.
- To lead on the appropriate fundraising activity in order to secure start-up costs for the identified project work.
- To bring in new business and commercial contracts to support College related projects.
- To work collaboratively with appropriate College teams, to ensure project work and programme of activities meets industry standards, needs and requirements.
- To develop appropriate models of interaction with external partners, which can then be applied to further project work.
- Through project work, to assist individuals within disadvantaged groups to secure future employment opportunities.
- To manage staff brought in for specific project work as appropriate, including induction, probation, appraisal and one to one meetings.
- To source funding and premises for the Social Enterprise projects, through trusts, foundations, livery companies and subsequently manage these relationships and project budgets.
- To work with key College personnel, including teams within the Centre for Fashion Enterprise, in order to link social enterprise project work with student curriculum activity, in order to deliver project outcomes.
- To work closely with the College's Enterprise and Employability team, to disseminate knowledge to students and graduates, to ensure that social enterprise is viewed as a viable employment option.
- To evaluate all activity and work closely with the Communications Team to support effective communication of this work to wider audiences both internally and externally.
- To use knowledge and experience gained in this role for political influence and raising the profile of the College and University, for example delivering papers at conferences, contributing to and producing publications and carrying out research.

- To work with relevant teams within the College/University in order to fully exploit the benefits of the College's Social Enterprise project work and its initiatives.
- To develop a strategy for charitable curriculum projects in line with the wider College agenda.
- To manage charitable curriculum projects as they arise.
- To work with relevant senior managers to forge new community partnerships in line with the College social responsibility objectives.
- 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, staff, and external partners

**Specific Management Responsibilities**

**Budgets:** Yes.

**Staff:** N/A.

**Other :** Accommodation; equipment, as appropriate.

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Special Projects Manager – (Maternity Cover) Grade: 5**

**Person Specification**

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| Specialist Knowledge/Qualifications        | Relevant degree or equivalent relevant experience.  |
| Relevant Experience                        | <p>Significant demonstrable experience of managing projects.</p> <p>Significant experience of managing budgets.</p> <p>Significant demonstrable experience of working collaboratively with Industry.</p> <p>Significant experience of innovative community projects desirable.</p> <p>Relevant networking and relationship management experience.</p> |
| Communication Skills                       | Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way   |
| Professional Practice                      | Contributes to advancing professional practice/research or scholarly activity in own area of specialism   |
| Planning and managing resources            | Plans, prioritises and manages resources effectively to achieve long term objectives  |
| 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 | Suggests practical solutions to new or unique 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 16/03/18