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Job Description and Person Specification

Job Title – International Student Recruitment Coordinator (Academic)

Job Description	
College/Service London College of Fashion	**Location** John Prince's Street (Stratford from September 2023)
Contract Length Permanent	**Hours per week/FTE** 35 hours / 1.0
Accountable to Head of College Student Recruitment	**Weeks per year** Full time
Salary £49,534 to £59,925 per annum	**Grade** 6

Job Description
Purpose of role The International Student Recruitment Coordinator (Academic) plays a lead role in the processing of London College of Fashion's (LCF) applications from international markets. The role holder will review, interview and make decisions on these applications, ensuring high levels of customer service for our applicants and that appropriate decisions are made for the applicant and our courses. Further, the role holder will promote LCF and the other UAL colleges on an international basis. This will include attendance at recruitment fairs, school visits, advisory sessions, workshops and more. This activity will be delivered online and in-person and so may include a small amount of international travel.

Job Description

Duties and Responsibilities

Application processing

- Review undergraduate, postgraduate and pre-degree applications received across LCF. Make appropriate decisions on the outcome of the application based on knowledge of the course and in strict adherence to set targets.

- Conduct interviews where appropriate with applicants to determine their suitability for the course, and the application's outcome.

- Work with UAL Admissions teams to ensure adherence to admissions policies and procedures and contribute to developments in this area.

- Work with the Head of College Student Recruitment to ensure application processing in the College is consistent, efficient and of a high quality.

- Use internal and external data to prepare relevant reports as requested for stakeholders and to ensure an overview of the ever-changing recruitment position for LCF.

- Support the progression of students from UAL's preparatory courses to undergraduate study within LCF.

- Where necessary, support in the recruitment to courses within other UAL colleges, for instance where an applicant is interviewed once for several courses across UAL.

- Support the Head of College Student Recruitment in the planning, recruitment, training and management of Hourly Paid Lecturers to assist with the processing of applications across LCF.

- Work with the UAL Student Marketing, Recruitment and Admissions (SMRA) team and the Head of College Student Recruitment to support the delivery of the UAL strategy and LCF's student recruitment strategy.

- Consider and suggest improvements to the application process for international students, ensuring applications are handled in a timely manner and with a high level of service.

Student Recruitment

- Work with the Head of College Student Recruitment to plan, monitor and contribute to the recruitment of students to the College across all levels and in-line with UAL and LCF targets and priorities.

- Represent the LCF Student Recruitment team as required to both internal and external stakeholders.

- Represent and promote LCF to external stakeholders including potential schools, recruitment agents, teachers and more, ensuring professionalism at all times and adherence to UAL strategies and interests.

- Work with UAL SMRA to plan and deliver activities to promote LCF and support successful recruitment, including portfolio advisories, one-to-one advice sessions, presentations, workshops and more.

- Maintain an up-to-date knowledge of all courses across LCF in order to appropriately advise potential students on their options.

- Support LCF recruitment events where appropriate including Open Days, Offers Days and other conversion events, both online and in-person.

- Advise potential LCF students on our offer as needed, through one-to-ones, both online and in-person, via email or over the phone.

- Liaise with course teams and Schools to ensure that the role holder and colleagues maintain an up-to-date knowledge of LCF's courses and wider offering for students.

Teaching
- To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College.
- To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.

- To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.

Job Description

General

- 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 Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion 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 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.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

- Head of College Student Recruitment
- UAL and LCF Admissions teams
- UAL Student Marketing, Recruitment and Admissions
- LCF Student Recruitment team
- LCF Course Leaders and Programme Directors
- LCF College Admissions Tutors
- International Coordinators within LCF and at other Colleges across UAL

Specific Management Responsibilities

- **No direct line management**

Signed   Adam Armstrong_____   **(Recruiting Manager)**

Date of last review   27 February 2023 _____

Person Specification

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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.

Person Specification		
Means of Testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Relevant Undergraduate Degree.	A
	Relevant Postgraduate Degree.	A
	Specialist practical and theoretical knowledge in one or more aspects of business, fashion, design, media or communication and ability to apply knowledge across disciplines to make secure recruitment and admissions decisions.	A
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A

Person Specification

	Applies an inquiring, innovative and reflexive approach to teaching.	TI
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	IA
	Shows commitment to understanding the range of students' experiences within a course.	IA
Leadership, Management and Teamwork	Collaborates and works effectively within teams and across different professional groups.	IA
	Works effectively and respectfully with a wide range of people.	IA
	Fosters inclusive and constructive team work and problem-solving.	IA
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA
Additional requirements	**Enhanced DBS check** If Enhanced check is requested - Please ensure that Job Advert and role duties confirm the need to work with or supervise children e.g on FE courses or vulnerable adults. Please specify as necessary	