

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: CCW Mobility & Projects Officer

Accountable to: Director of International Recruitment
CCW

Contract Length: Permanent

Hours per week/FTE: 35

Weeks per year: AYR

Salary: £27,801 - £33,938

Grade: 3

College/Service: Camberwell, Chelsea, Wimbledon

Location: Chelsea College of Arts

Purpose of Role:

The post holder will be the central point of contact for all incoming and outgoing student exchange activity at College level, including all aspects of Erasmus engagement, and will provide administrative support on all matters relating to student exchanges and projects.

The post holder will be responsible for ensuring that all arrangements relating to the exchanges are fully in place prior to the commencement of the exchange, and that a smooth execution of all aspects of the exchange is achieved throughout the duration of the exchange. Liaison with external institutions and participating partners will be a key requirement of the post holder, as will close contact with all College teams and individuals related to student/staff exchange activity, in order to ensure every aspect of the exchange programme is effectively coordinated, communicated and administered.

The post holder will also be involved in various international projects.

Duties and Responsibilities:

- To provide administrative support to all CCW student exchange activities, both incoming and outgoing, through all stages of the exchange programme - set up, pre-arrival, on course and exit arrangements, effectively communicating with all parties involved in the exchange activity to ensure all related policy and procedures are adhered to.
- To develop and maintain a data base of student mobility and exchange activities (both incoming and outgoing), which will provide students with up to date and specific information on partner institutions (partner institutions departmental representatives, session dates, courses available, related assessment systems) and industry engagement opportunities.
- To work with other Mobility and Exchange officers around the wider UAL community.
- To be the central point of contact for departmental representatives at partner institutions.
- To work with the Quality Assurance team within the College to ensure adherence to QA guidelines.
- To be responsible for all administrative procedures related to the establishment of bilateral agreements, liaising with various units in the College to ensure the necessary contractual arrangements and related documentation are in place to support exchanges.
- To provide pre-arrival information for incoming exchange students, communicating as necessary to ensure individuals are welcomed and have all necessary documentation and information to support the exchange activity.
- To work closely with the College Academic Registry to ensure all student enrolment and on course student administration requirements are fulfilled.
- To liaise with the College's Resource unit to ensure necessary arrangements are in place for exchange visitors (ID card, IT requirements, etc.)
- To process incoming and outgoing student applications in liaison with the academic and student administration teams.
- To provide monthly reports on all exchange activity for College Operational Groups and CCW IDG.
- To effectively welcome incoming staff and students to CCW through inductions and welcome events as well as being a point of contact for all incoming exchange students.
- To be a member of the appropriate committees, working groups and report back to the wider college team
- To provide administrative support to Colleges who want to source and secure funding for projects and research at undergraduate and postgraduate level.
- To be an active member of the International team, undertaking administrative tasks to support the various project work being carried out by the team.

Erasmus Specific

- To provide administrative support to students who engage in Erasmus activity, such as providing information on different

opportunities and how to access relevant funds

- To liaise with the University Erasmus Co-ordinator and to ensure effective communication of Erasmus activity
- To work closely with the Internal & External Relations team to effectively market and promote Erasmus information and opportunities both to internal and external audiences
- To communicate to students individually about the Erasmus processes; supporting them in the application process and offering information about cultural differences, course and language requirements
- To both seek and respond to exchange opportunities in a timely manner
- To comply with risk assessments regulations in accordance with Quality Academic Assurance Guidelines and ensure that all aspects of the Erasmus procedures are fully compliant with UAL Erasmus policy and the Erasmus Charter.
- To work closely with academic teams to ensure that academic and student requirements are closely aligned to any Erasmus experience.
- To keep up to date with current European legislation, policy documents and good practice, sharing this regularly with the wider team, industry and academics
- To effectively carry out feedback evaluations of the Erasmus experience and produce reports on this activity.

General

- To undertake other duties commensurate with the grading and purpose of the post as required
- To perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University.
- To demonstrate a commitment to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.

Key Working Relationships:

Students, **CCW Quality**, **IRU**, Academic and Administrative Staff across the Colleges
Relevant staff within the UAL

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other: N/A

Signed _____ Date of last review _____
(Recruiting Manager)

Person Specification Professional and Administrative Grade 3	E ✓	D ✓	Means of Testing A / T / I
E = Essential D = Desirable A = Application T = Test I = Interview			
Qualifications/Knowledge and Experience			
<ul style="list-style-type: none"> Relevant degree or equivalent relevant experience. Significant administrative experience of working in a fast pacing environment. Demonstrable understanding of Erasmus and funding procedures. Experience of working in an educational environment related to either student support or student funding provision. Understanding and experience of the Careers provision within Higher Education. Demonstrable experience of producing qualitative, analytical reports. Experience of liaising with the Fashion and Lifestyle sector. Experience of giving presentations. Experience of working in own area of work and is able to work independently Willing to commit to own development through effective use of the University's appraisal scheme and staff development process. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ 	A/I A/I A/I A/I A/I A/I A/I A/I A/I A
Communication and Service Delivery			
<ul style="list-style-type: none"> Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work. Has appropriate levels of IT skills to enable best use of available information and communications as necessary for the post. MS Office Email Intranet Web/Internet Web 2 Technologies Electronic Diary Moodle Experience with specialist CRM and Networking software Sharepoint Move on Has been involved in internal or external networks, ensuring that accurate information is passed onto the most appropriate people in a timely fashion to improve working practices. Ability to maintain accurate and up to date knowledge of services available in own and related areas of work, ensuring that the experience of each customer is positive and satisfactory. Ability to contribute to the adaptation of services and systems to meet customers' needs and helps to identify ways of improving standards. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ 	A/I A/I A/I A/I I A/I

Managing Resources			
<ul style="list-style-type: none"> • Experience of working as a member of a team, providing support, assistance and cover where needed. 	✓		A/I
<ul style="list-style-type: none"> • Ability to create realistic plans to achieve own deadlines and objectives, effectively managing workload and prioritising own work. 	✓		A/I
<ul style="list-style-type: none"> • Ability to contribute to the induction of new staff, providing training and instruction on own area of responsibility, also acting as a “buddy”/coach without waiting to be asked. 		✓	I
Problem Solving			
<ul style="list-style-type: none"> • Ability to distinguish between the need to make a decision and when to defer, also contributes to the decision making of others by providing relevant information and opinions. 	✓		I/A
<ul style="list-style-type: none"> • Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits. 	✓		I
<ul style="list-style-type: none"> • Ability to establish basic facts by carrying out appropriate enquiries, identifying and using a range of sources and types of data to produce full and accurate reports and or accounts of situations. 	✓		I
Work Environment and Care			
<ul style="list-style-type: none"> • Ability to undertake health and safety duties and responsibilities appropriate to the post. 	✓		A
<ul style="list-style-type: none"> • Willing to commit to the University’s Equal Opportunities Policy together with an understanding of how it operates within the responsibilities of the post. 	✓		I/A
Teaching and Learning Support			
<ul style="list-style-type: none"> • Experience of providing basic and introductory information, for example demonstrating accurately the use of simple equipment or technique, outlining procedures clearly and checking levels of understanding. 	✓		I/A