ual: university of the arts london
london college of fashion

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Projects Co-ordinator, International Partnership Development

Accountable to: Director of International & Business Manager

Contract Length: Permanent

Hours per week/FTE:35/1.0

Weeks per year: 52

Salary: £33,653 pa

Grade: 4

College/Service: International Partnership & Development

Location: 20 John Princes Street, London, W1G 0BJ

Purpose of Role:

To manage small projects and assist in the coordination of major projects related to the International Partnerships and Development Office (IPD) at London College of Fashion (LCF). The post holder will provide projects management and administrative support to the Business Managers and LCF Director of International, as required. The post holder will be expected to support planning activities, and to schedule and coordinate meetings and other resources, whilst tracking and reporting progress.

Duties and Responsibilities:

- To provide comprehensive project management and administrative support to the Business Managers and Director of International to achieve high quality outputs and deliverables
- To coordinate resources and support for the LCF International department ensuring certain day to day activity is monitored effectively
- To support the co-ordination of International activity at the College as well as various internal staff facing events and regular updates
- To attend meetings and record action points as appropriate
- To support in the setting up and smooth running of events including external industry events
- To undertake the co-ordination of any administrative staff appointed to projects, delegating specific tasks as appropriate
- To line manage staff as may be appropriate, including probation, 1:1 meetings and appraisal
- To liaise with the Business Managers in supporting the IPD department including the booking of venues, speakers, travel and accommodation and managing project related budgets at home and overseas.
- To introduce and maintain effective reporting and monitoring strategies for all activities related to project work, including the budgetary position, keeping the appropriate colleagues and managers informed in a timely manner.
- To establish, manage and co-ordinate administrative procedures for project work and day to activity, ensuring the accuracy, quality and timeliness of tasks undertaken, including quality control of procedures for both manual and automated systems.
- To ensure events are archived as appropriate and materials disseminated as appropriate.
- To attract and assist in researching for projects, including the preparation of regular reports of both of a qualitative and quantitative nature, including updating as appropriate in a regular and timely manner.
- To track appropriate project budgets on behalf of the Business Managers
- To manage projects as required.
- To support and prepare market research and data collection in order to prepare and develop and originate presentations and visual materials.

- To co-ordinate visits and schedules for staff undertaking international visits and scoping missions in order to ensure they are properly prepared and briefed on travel/health and safety/insurance arrangements/risk assessment/visa requirements.

- To develop and maintain effective reporting and monitoring strategies on behalf of LCF International. To build and nurture networks and a database of contacts.

- To clerk meetings, including setting of the agenda, distribution of papers, taking notes and undertaking follow up actions.

- To establish, manage and co-ordinate the administrative procedures/function within the area, ensuring the accuracy, quality and timeliness of tasks undertaken, including quality control of procedures for both manual and automated systems.

- To co-ordinate absence cover as necessary in order to ensure the provision of a quality professional and efficient service at all times.

- To demonstrate a commitment to make use of all information and communications to meet the requirements of the role and promote organisational effectiveness.

- 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 and other staff, and external partners, suppliers etc; with whom regular contact is required.

- International Senior Leadership Team
- Head of College office
- Deans
- PA's
- External Academic and Industry Partners
- Local and Central Finance
- Health and Safety and risk assessment team
- Education partners
- Corporate Travel Service
- UAL Legal

Specific Management Responsibilities

Budgets: No

Staff: Yes

Other: Accommodation/equipment as appropriate

Signed _____ Date of last review _____
(Recruiting Manager)

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Person Specification	
Specialist Knowledge/ Qualifications	Educated to a minimum of A level or equivalent Degree level is desirable Excellent knowledge of Microsoft Office, Office 365, Skype for Business Excellent knowledge of Outlook diary management Knowledge of finance management systems (e.g. Agresso) Knowledge of content management systems Excellent numeracy and literacy
Relevant Experience	Co-ordination of small projects in collaboration with a variety of stakeholders at all different levels Day to day support for senior management Excellent customer services experience Experience of providing project updates for internal and external dissemination Experience of collating information and report writing Experience of tracking budgets and actions
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism

Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
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	Uses initiative or creativity to resolve 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: 15/08/17