

## JOB DESCRIPTION

**Job Title:** Project Administrator – Refugee Journalism Project  
**Accountable to:** Project Director, (Refugee Journalism Project)

**Contract Length:** 1 Year fixed term  
**Hours per week/FTE:** 21 hrs pw 0.6 FTE  
**Weeks per year:** 52

**Salary:** £16,964 (pro rata £28,274)

**Grade:** 3

**College/Service:** LCC

**Location:** Elephant and Castle

### Purpose of Role:

To work closely with the Project Director of the Refugee Journalism Project to assist in all aspects of the delivery of workshops, events and mentoring.

The post holder will also take a lead role in supporting the project's participants/ core beneficiaries, and build strong relations with stakeholders (academics, industry partners, NGOs). They will develop and then be guardian of project management processes.

Please note that this post will require a flexible work schedule as the project's delivery time table may well be concentrated in specific time periods.

### Duties and Responsibilities

- Coordinate and service Project Management Group meetings
- Manage the scheduling and organisation of workshops and training for participants
- Build and manage monthly reports and project evaluation tools.
- Build and manage relationships with external partners as identified by the Project Director.
- Assist the Project Director and UAL departments to develop and deliver events to communicate Refugee Journalism Project activities.
- Managing project inbox, responding to queries by email, phone, online discussion boards
- Day-to-day contact for all participants, proactively keeping them updated on progress and ensuring relevant materials and information distributed.
- Administer travel and other out of pocket expenses for participants and volunteers and maintain records of expenditure

### GENERAL

- 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
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University

**Key Working Relationships:**

- Project Director
- Project participants
- Freelancers employed to deliver workshops
- Communication and Events Team at LCC.
- Academics, technicians and others from across UAL.
- Industry partners and collaborators
- Funding bodies and sponsors

**Specific Management Responsibilities**

**Budgets:** NO

**Staff:** NO

**Other** (e.g. accommodation; equipment):

Signed \_\_\_\_\_ Date of last review **Last updated: July 2018**

(Recruiting Manager)

HERA Ref [000958](#)

**Job Title: Project Administrator Refugee Journalism**  
**Grade: 3**

Person Specification	
Specialist Knowledge/Qualifications	<p>Educated to degree or equivalent</p> <p>Ability to use email, word processing, database and spread sheet packages (essential)</p> <p>Experience with online publishing tools such as WordPress and various social media platforms.</p> <p>Understanding of issues relating to refugees and asylum seekers.</p>
Relevant Experience	<p>Experience of successfully assisting complex projects, events or learning experiences in the creative, charitable or cultural sector.</p> <p>Experience of taking accurate notes and or minutes at meetings and ensuring action points are followed up</p> <p>Experience of applying sensitive, safe and ethical working practices within projects working with vulnerable groups of people.</p> <p>Experience of working with refugees or asylum-seekers (desirable)</p>
Communication Skills	<p>Excellent verbal and written communication skills, including:</p> <ul style="list-style-type: none"> <li>- ability to communicate with people from diverse cultures</li> <li>- ability to influence and adapt communication style to different audiences</li> </ul>
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 participants and partners
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p> <p>An adaptive project manager with the ability to rapidly learn and adjust, constantly shaping and adapting the role and its processes in response to the needs of diverse projects.</p>

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: July 2018**

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