



**European Union**  
European Regional  
Development Fund

**ual:** university  
of the arts  
london  
london college  
of fashion

#### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> ERDF Project Administrator		<b>Accountable to:</b> ERDF Officer	
<b>Contract Length:</b> Fixed term until 30 <sup>th</sup> November 2019 <b>Grade:</b> 3	<b>Hours per week/FTE:</b> 35 hrs/1.0		<b>Weeks per year:</b> AYR
<b>Salary:</b> Starting salary £27,801			
<b>College/Service:</b> London College of Fashion		<b>Location:</b> London College of Fashion, 182 Mare St, Hackney E8 3RE	

The Fashion & Technology – Emerging Futures (FTEF) project is a £5.1 million initiative sponsored by London College of Fashion in partnership with the European Regional Development Fund (ERDF). The project is delivered through LCF'S business support platform, the Centre for Fashion Enterprise, and project delivery partners The Tramperry, Hackney Council, and CENTA.

**Purpose of Role:** To support the ERDF Officer in maintaining all ERDF project records, ensuring a full audit trail of project finances and outputs in compliance with ERDF Guidelines. To provide a full administrative service to the ERDF Officer and Project Manager in the delivery of the FTEF project. To provide administrative support to other Project team members as appropriate.

#### Duties and Responsibilities:

- To support the ERDF Officer in maintaining ERDF project records, ensuring a full audit trail of project finances and outputs in compliance with ERDF Guidelines.
- To maintain records, including by data entry, for all activities in compliance with ERDF project requirements.
- To coordinate with the Project Manager and ERDF Officer in the preparation of project evidence and all information required for audits.
- To assist with the preparation of management information, for both internal and external purposes.
- To support the project reporting process ensuring data meets the requirements, protocol and scrutiny of ERDF, UAL, and the European Union.

#### Timesheet

- To maintain timesheet tracker and ensure accurate records are kept
- To ensure timely submissions of timesheets from matched staff and external delivery partners
- To collect and maintain accurate records of timesheet evidence in accordance with Grant Conditions and Audit Requirements, ensuring evidence meet the requirements, protocol and scrutiny of ERDF, UAL, and the European Union.
- To provide administrative guidance on the completion of timesheets for matched staff and delivery partners.

#### Output Records Coordination

- Support the maintenance of accurate output database(s) working in conjunction with the ERDF Officer and Programmes and Applications Administrator
- To ensure all necessary information regarding the tracking of outputs against delivery targets is communicated to the ERDF Officer and Programmes and Applications Administrator
- To work with the ERDF Officer to verify internal QA of all output evidence against ERDF guidelines

### **Financial Administration Support**

- Support the ERDF Officer with the administration of financial records, procurement files, and collection of evidence of defrayed activity.
- Maintain accurate project State aid register in coordination with the ERDF Officer and Programmes and Applications Administrator
- To work with the ERDF Officer to maintain accurate claims record management.
- To liaise with the ERDF Officer on any financial queries and ensure ERDF procedures are adhered to.

### **Stakeholder Engagement**

- Support project delivery partners and internal stakeholders with current ERDF procedures and protocols to support the planning, monitoring and reporting of project finances and ensure outputs meet the requirements, protocol and scrutiny of ERDF, UAL, and the European Union.
- Support project delivery partners, as directed by ERDF Officer, in the implementation and maintenance of robust programme management and monitoring systems in accordance with commissioning, Grant Conditions and Audit Requirements.
- Support the Project Delivery Team at events
- To undertake printing, photocopying and compiling materials for distribution as required.
- To produce letters, reports, and information material as required.
- To ensure that all materials produced adhere to ERDF requirements and brand guidelines.
- To provide absence cover, as and when necessary.
- 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 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:

Director of Business & Innovation	ERDF Project delivery partners
CFE Director/Enterprise Development partner	Business support consultants/ experts
ERDF Officer	UAL/ LCF Facilities staff
ERDF Project Manager	
CFE Manager	
External Developments Officer	
Fashion Tech Project Team Lead	
ERDF Project Administrators	

### **Specific Management Responsibilities**

**Budgets:** No

**Staff:** No

**Other:** No



**Job Title:ERDF Project Administrator    Grade: 3**

Person Specification	
Specialist Knowledge/ Qualifications	Educated to undergraduate degree level or with equivalent relevant experience  Relevant post graduate qualification (desirable)
Relevant Experience	Significant relevant administration experience Experience working in an office environment within a team Experience of compliance and Quality Assurance (QA) Experience of following set financial procedures and processes Experience of working in a fast paced customer focused environment High level of competency in Microsoft Word, Excel and Outlook and use of the web/ internet Able to demonstrate that is highly organised
Communication Skills	Communicates effectively orally, in writing and/or using visual media
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	Provides a positive and responsive student or customer service
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: February 2017**