

JOB DESCRIPTION AND PERSON SPECIFICATION		
<b>Job Title:</b> Sponsored Student Projects Manager		<b>Accountable to:</b> Director Innovation & Business
<b>Contract Length:</b> Fixed-term 9 months	<b>Hours per week/FTE:</b> 35 / 1.0 FTE	<b>Weeks per year:</b> 52
<b>Salary:</b>		<b>Grade:</b> 5
<b>College/Service:</b> Central Saint Martins		<b>Location:</b> Kings Cross
<b>Purpose of Role:</b>		
To lead the commercial student projects operation for Central Saint Martins, part of the University of the Arts London		
<b>Duties and Responsibilities</b>		
<b>Sponsored Student Projects</b>		
<ul style="list-style-type: none"><li>• To implement the Innovation and Business strategy in order to maximise the income and value of student projects by providing an effective business development and project management operation.</li><li>• To approach potential corporate clients to develop and present business proposals</li><li>• To work collaboratively with academic staff and students across the College to co-ordinate approaches, offer advice and assist courses and Programmes in making proposals for specific projects.</li><li>• To manage projects across all relevant stakeholders so they are delivered on time and to budget and agreed specification, and in line with University protocols.</li><li>• To work with relevant stakeholders to ensure that all College, student and graduate IP generated is commercialised appropriately.</li><li>• To build and maintain deeper relationships with College clients and partners to identify opportunities for upselling and cross-selling across the IB portfolio and College offer, and to develop and deliver appropriate client benefit &amp; stewardship packages &amp; events</li><li>• To co-ordinate with the University of the Arts London's Development and Alumni Relations department to ensure both internal and external communication and effective record-keeping for client identification, cultivation and stewardship is developed and maintained.</li></ul>		
<b>Financial and contract management</b>		
<ul style="list-style-type: none"><li>• To work with the Innovation &amp; Business Operations team and colleagues across the College to ensure that all clients are contracted and invoiced appropriately and that income is received in a timely fashion in accordance with both CSM systems and University standing financial orders.</li></ul>		
<b>General</b>		
<ul style="list-style-type: none"><li>• Enhance promotional opportunities through support and liaison with College and University marketing teams and relevant client contacts / agencies.</li><li>• To work across the Innovation and Business team and contribute to the collaborative culture to ensure that maximum benefit is gained from and by all College clients.</li><li>• To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University</li><li>• To undertake health and safety duties and responsibilities appropriate to the role</li><li>• To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work</li><li>• 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</li><li>• 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</li><li>• 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</li><li>• To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)</li></ul>		

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

- Corporate Relations Manager, Director of Innovation & Business, Contracts Manager and other business development staff within Innovation & Business, Programme & Course Leaders, and other academic staff, Deans, External Liaison Co-ordinators, students and graduates.
- Clients and their PR companies and agencies

**Specific Management Responsibilities**

**Budgets:** Sponsored project budgets as appropriate

**Staff:** None

**Other** (e.g. accommodation; equipment): none

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Sponsored Student Projects Manager****Grade: 5**

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	
Specialist Knowledge/Qualifications	Degree qualification  Knowledge of Higher education sector and/or Creative industries
Relevant Experience	Track record of financial achievement in sales including developing products and services to meet client requirements
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
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	Suggests practical solutions to new or unique problems

**Last updated: July 2018**