

JOB DESCRIPTION

Job Title:	Academic Programme Coordinator
Reports To:	Head of Studies
Contract:	Permanent, Full time
Salary:	£27,000 per annum
Last Updated:	December 2018

Job Summary

The post-holder provides administrative support to the Head of Studies and Course Leaders across all LFS programmes, currently:

- MA Filmmaking
- MA Screenwriting
- MA International Film Business
- PHD by Practice Programme
- LFS Open Short Courses

The Academic Programme Coordinator works closely with colleagues to continually enhance academic delivery. This includes responding to a range of day-to-day queries to support the delivery of courses, assessments, meetings, events and staff development. Integral to the role is effective communication with staff, students and external stakeholders as well as planning, administration, supporting academic staff to follow procedures and developing internal processes. The post-holder proactively ensures the provision of an efficient and professional service to students and academic staff.

Main Responsibilities

- Provide timely and high-quality administrative support across all LFS academic programmes;
- Act as point of contact for all academic programme enquiries, offering excellent customer service and issue resolution;
- Assist with the organisation and logistics for meetings, events and trips for academic staff;
- Aid academic departments in their work to ensure compliance with OfS regulations;
- Assist in the coordination of examination and assessment processes;
- Work with academic staff to maintain and update course resources via the Virtual learning Environment (Moodle);
- Support and attend academic meetings as requested by the Head of Studies, including preparing agendas, papers, taking minutes and ensuring action points are followed up;
- Provide administrative support for initiatives lead by the Head of Studies;
- Work effectively to support the teaching and learning environment including proactive, efficient and collaborative liaison with academic staff and students;
- Work effectively within policy guidelines/regulations and develop internal processes as necessary;
- Maintain high levels of quality assurance, including assisting in course evaluation and course approval procedures;
- Accurate record keeping in all areas of work;

- Support budget management by ensuring financial, invoicing and procurement processes are followed;
- Liaise, coordinate and communicate between internal departments and external stakeholders as necessary;
- Assist with recruitment, public or alumni relations and marketing activities;
- Help coordinate and facilitate a variety of educational and/or industry networking activities.
- Other administrative duties as and when required.

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Skills, experience and knowledge	Essential (E) Desirable (D)
Demonstrable experience working in an administrative role for a higher education institution	E
Able to coordinate and support formal meetings i.e. logistics, agendas and minutes	E
Excellent customer service skills	E
Experienced using data in line with GDPR, and handling sensitive matters with discretion	E
Able to understand and adhere to policy and regulations	E
Experience developing new systems for working and processes	E
Well organised, analytical and confident managing variable workloads	E
Able to present and communicate information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Excellent interpersonal skills with proven ability to work collaboratively	E
Able to use common sense and initiative to handle change, find pragmatic solutions, seek improvements, and adapt	E
Able to multi-task, identify priorities and work in a fast-paced environment	E
Working knowledge of Microsoft Office, with a willingness to learn and use new systems.	E
Experience of working alongside and communicating with international staff/students	D



Proven experience working in arts/film/TV environment	D
Qualifications	
A-Levels (or equivalent) A-C pass, including mathematics	E
Educated to Degree level	D
Personal attributes	
Willingness to work flexibly	E
Positive “can do” attitude and willingness to support others where needed	E
Comfortable working as part of a small team with minimal supervision	E
Enjoy working positively, imaginatively and proactively to meet challenges and achieve results	E

The LFS is an Equal Opportunities Employer

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

ABOUT THE SCHOOL

London Film School (LFS) is internationally celebrated for its commitment to film, craft excellence, innovation and creative freedom. The school is consistently rated as one of the top international film schools. We are recognised by ScreenSkills as a Centre of Excellence Film Academy.

Currently located in Covent Garden, LFS is the oldest film school in the UK. Deeply connected to local and international screen industries, we have alumni spanning the globe, and working in every part of the film industry. Our students and alumni have won every major award in the screen industries, and we continue to foster and nurture the next generation of filmmakers. During 2017, films created at the school had over 200 festival entries, screening films globally. The list spanned Cannes, Venice, Tribeca, Clermont-Ferrand International Film Festival, The BFI London Film Festival, Edinburgh, Encounters, Oscars, and Sundance.

With around 220 full-time students, from over 30 countries, we are a dynamic hub for high-quality filmmaking activity, preparing creative storytellers for the world’s screen industries. We offer three full-time MA programmes, a PhD Film by Practice, and a full calendar of short courses.

The School is committed to collaborative practice-based learning and produces over 180 films every year. The result is a dynamic and intensive film environment which creates global networks for life. Every role within LFS plays a key part in shaping future creative professionals, impacting on the future of the global creative industries.

The School recently turned 60, and with a planned move to a new home, LFS is on the verge of a new chapter in its history. It’s an exciting time to join us.

London Film School is a non-profit educational charity with Greg Dyke as its Chairman of the Board and Gisli Snaer as its Director.