

## CUT Project Administrator - JOB DESCRIPTION

**Job Title:** Project Administrator

**Contract type:** Part-Time Fixed-Term & Freelance - (1 day / week x 48 weeks)

**Responsible to:** Director of Catalyst In Communities and Project lead at London College of Fashion

**Responsible for:** Development, planning, delivery and reporting for Project CUT activities

**Salary:** £9120

**Location:** East London - TBC

### Background

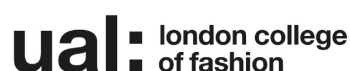
Project 'CUT' (led by Catalyst in Communities and London College of Fashion, UAL) aims to illustrate to young people that they have a choice in shaping their lives to be more purposeful, and leverage the power of fashion activism, craftsmanship, and storytelling to shift the current narrative around youth violence.

The project is funded by the Foundation for Future London and will be delivered from May 2021 for 12 months in east London (Waltham Forest, Newham, Hackney, and Tower Hamlets). The project will involve young people to co-design and make a bespoke collection of fashion items using metal from knives and in collaboration with local designers and brands. The project will provide opportunities for the young people to build new capabilities and gain employability skills. At the end of the project, the funding raised from auctioning the fashion collection will contribute to supporting a charity with on-going activities using fashion against knife crime and providing opportunities for young people in the fashion industry.

Project CUT is seeking an administrator to work closely with the lead organisations, supporting the development and day-to-day delivery of the project, and acting as a key point of contact between the various teams and the young people recruited to the project.

### Duties and Responsibilities

- To engage regularly with the project team to support the recruitment of participants, day-to-day operations, ongoing development and evaluation of the project, following the direction and objectives set out by CIC and LCF.
- To support the project management team in handling the administration of ethical issues, and fulfilment of legal duties, ensuring that the work is carried out effectively, accountably and safely, and that professional standards are maintained.
- To ensure that all assets and resources of the organisations engaged in the project – equipment, materials and cash – are properly managed and secured, and oversee that plans are in place for their maintenance, replacement or improvement, as appropriate.
- To maintain consistent communication with the project management team, sharing information, advice and recommendations relating to the involvement of the participants, their needs and aspirations.
- To maintain and deliver all the information related to the project in an effective, thorough and timely manner, as well as in-adherence to data protection policies.
- To support the project management team in monitoring and evaluation processes and contribute to the creation of reports on the development of the project for funders and key stakeholders.
- To ensure that equality, diversity and inclusion are embedded in the project and its related working practice.



- To manage internal (i.e. across the project team and with the participants) and external (i.e. via email, social media, website, etc.) communication related to the project.
- To contribute to maintaining an effective working partnership and collaboration with all the stakeholders and participants in the project.
- To ensure that the project delivers the appropriate public benefit, whilst upholding the reputations of all organisations and individuals involved.
- To provide administrative support to the project management team in applying for funding for the further development and expansion of project CUT.
- To undertake health and safety duties and responsibilities appropriate to the role.

### ***Person Specification***

The candidate should:

- Be a resident of Waltham Forest, Newham, Hackney or Tower Hamlets.
- Be aged between 18 and 30.
- Have experience in project management and administration, be able to work to set objectives to ensure they are met.

Ideally, the candidate should also:

- Be able to demonstrate an interest in youth work, fashion sustainability, social design, entrepreneurship.
- Be able to communicate effectively orally and in writing, adapting the message for a diverse audience in inclusive and accessible ways.
- Have a flexible approach to work under pressure and meet deadlines, as well as accuracy and attention to detail.
- Be able to manage resources effectively and evaluate performance.
- Have excellent interpersonal and team-working skills and being able to work with different stakeholders and maintain positive relationships with them.
- Be confident in being able to devise and recommend meaningful and relevant solutions to complex challenges.
- Be able to troubleshoot and deal confidently with emerging issues if / as they arise.

All staff are required to undertake an Enhanced DBS Check and fully abide by the Catalyst In Communities' policies, procedures and other key documents (available upon successful appointment to the post).

**Apply by submitting your CV and a Cover Letter (max. 1 page) via email to [robin@teamcic.com](mailto:robin@teamcic.com) by 10<sup>th</sup> May 2021. Shortlisted candidates will be invited to an online interview on 21<sup>st</sup> or 24<sup>th</sup> May (TBC).**

