

ual:

Job description and person specification

Senior Manager External Curriculum Projects



Credit: Tony Lall-Chopra

ual: | **amberwell**
college of arts

| **central**
saint martins

| **chelsea**
college of arts

| **london college**
of communication

| **london college**
of fashion

| **wimbledon**
college of arts

Job description

Job title	Senior Manager External Curriculum Projects
College/Exec Group	London College of Fashion
Department/Team	College Education Team
Accountable to	Dean of Academic Strategy
Contract	Permanent
Term	35 hours per week, 52 weeks per year
Grade	Grade 6
Salary	£52,977 - £63,815 per annum
Location	East Bank (Stratford City)
Job family	Professional & Administrative
HERA reference	002595

Purpose of the role

The Senior Manager External Curriculum Projects serves as the strategic liaison between UAL and external community and industry partners, orchestrating Sponsored Student Projects (SSPs) that bridge academic learning with real-world professional experience. This role is pivotal in creating meaningful collaborations that enhance student employability, deliver curriculum innovation, and provide tangible value to external organisations. Working closely with academic teams in schools and research and knowledge exchange colleagues, the postholder will manage the end-to-end delivery of SSPs, ensuring projects are pedagogically sound, ethical, community - and/or commercially viable, and mutually beneficial for students, staff, and external clients.

Key Duties and Responsibilities:

1. **Strategic Partnership Development** – Identify, cultivate and maintain relationships with external organisations across local community, creative businesses, NGO and public sectors to secure high-quality SSP opportunities aligned with UAL education strategy, LCF strategy, curriculum needs and student learning outcomes.
2. **Project Portfolio Management** – Oversee a diverse portfolio of SSPs across the college's multiple disciplines, ensuring balanced distribution of opportunities and alignment with institutional Knowledge Exchange strategy and College priorities.
3. **Brief Development and Negotiation** – Collaborate with external clients and academic leads to co-create compelling project briefs that meet pedagogical requirements whilst delivering meaningful outcomes for partner organisations.
4. **Financial and Contract Management** – Negotiate fee structures, manage budgets, and oversee contractual agreements for SSPs, ensuring commercial sustainability and compliance with university financial policies.

5. **Quality Assurance and Enhancement** – Establish and maintain quality standards for SSP delivery, implementing feedback mechanisms and continuous improvement processes to enhance student learning and client satisfaction.
6. **Leadership and Development** – Work with the School and R/KE leads on oversight of multiple college projects, fostering a collaborative culture and building capability across the SSP function.
7. **Stakeholder Engagement and Communication** – Act as the primary point of contact for external partners, facilitating clear communication channels and managing expectations across academic, and client stakeholders.
8. **Intellectual Property and Legal Compliance** – Navigate IP considerations, licensing agreements, and legal frameworks to protect student, University and client interests whilst enabling appropriate commercial use of project outcomes.
9. **Student Employability Enhancement** – Design SSP structures that maximise student exposure to industry practices, professional skills development, and networking opportunities that enhance graduate employment prospects.
10. **Innovation in Learning Experience** – Champion innovative pedagogical approaches within SSPs, exploring new formats, technologies and methodologies that enrich curriculum delivery and student engagement.
11. **Programme Planning and Scheduling** – Coordinate complex project timelines across multiple academic calendars, ensuring SSPs integrate seamlessly with curriculum schedules and assessment periods.
12. **Risk Management and Problem Resolution** – Anticipate and mitigate potential challenges in project delivery, providing responsive solutions to ensure successful outcomes when issues arise.
13. **Impact Evaluation and Reporting** – Employ UAL metrics and evaluation frameworks to capture the impact of SSPs on student learning, client outcomes, and Knowledge Exchange objectives, producing regular reports for senior management.
14. **Policy Development and Implementation** – Contribute to the development of institutional policies and procedures governing SSPs, ensuring alignment with broader Knowledge Exchange and educational strategies.
15. **Senior Management Liaison** – Represent the SSP function in strategic discussions, providing expert insight on curriculum-industry partnerships and contributing to decision-making on Knowledge Exchange priorities and resource allocation.

Management Responsibilities

- **Liaison with specific project coordination staff**, including recruitment, delivery, and reporting
- **Liaison with Knowledge Exchange leads** in schools and colleges to align SSP activities with school-level KE strategies and identify opportunities for curriculum-embedded partnerships.
- **Collaboration with the Associate Dean of Knowledge Exchange and the Associate Dean Educational Development and Quality** to ensure SSP provision supports institutional KE priorities and contributes to REF/KEF outcomes.
- **Partnership with Student Services** teams to ensure appropriate student support mechanisms are in place and SSP opportunities are accessible and inclusive.
- **Coordination with Education teams** including Programme Directors and Course Leaders to integrate SSPs effectively within UAL ethics protocols, curriculum frameworks and assessment structures.

Key working relationships

- Dean of Academic Strategy
- Associate Dean of Knowledge Exchange
- Associate Dean Educational Development and Quality
- Associate Dean Student Journey

Job description

- Associate Dean of the Schools
- Research and Knowledge Exchange department
- Knowledge Exchange school leads
- School Creative Directors
- UAL Legal services
- LCF Finance
- Industry clients
- LCF undergraduate students, postgraduates, alumni

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

- Educated to degree level and relevant industry experience.
- Contemporary knowledge of global fashion and creative industry - structures, key business trends and issues to deliver successful commercial projects

Communication skills

- Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.
- Experience of presenting to a senior client level (desirable)

Leadership and management

- Motivates and leads a team effectively, setting clear objectives to manage performance.

Professional practice

- Business development relevant to an academic environment meeting KPIs/income generation targets and experience of managing high level relationships on behalf of an organisation

Planning and managing resources

- Plans, prioritises and manages resources effectively to achieve long term objectives.
- Experience of building networks, managing contacts within the fashion and lifestyle sector both within the UK and Internationally

Teamwork

- Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration by promoting the values of equality, diversity and inclusion.

Student experience or customer service

- Contributes to improving or adapting provision to improve the student experience or customer service.
- Effective use of CRM systems and processes (desirable)

Creativity, innovation and problem-solving

- Suggests practical solutions to new or unique problems.