JOB DESCRIPTION
Projects Assistant - London Creative and Digital Fusion Project, IEED
Vacancy Ref: N481

**Job Title:** Projects Assistant for the London Creative and Digital Fusion Project based at the Work Foundation London.

**Present Grade:** 3S

**Department/College:** LUMS, Institute for Entrepreneurship and Enterprise Development

**Directly responsible to:** Fusion Programme Specialist

**Supervisory responsibility for:** N/A

**Other contacts**

**Internal:**
IEED and LUMS staff; and other University departments including the Project Support Unit (PSU)

**External:**
The Work Foundation, IEED partners, SMEs, other universities, researchers, external experts

This post is part-funded by the London European Regional Development Fund Programme 2007 to 2013 and is offered on a fixed-term basis until 31 July 2014.

**Major Duties**

**Background**

**The Institute for Entrepreneurship and Enterprise Development (IEED)**
The IEED is based in Lancaster University Management School and has a focus on entrepreneurship, small business, venture creation and corporate enterprise. IEED undertakes outstanding work in the fields of entrepreneurial research, education and business support. Its strengths derive from the close alignment of these three key elements and from the continuous ‘real world’ feedback that it receives through interaction with the business community.

**IEED Knowledge Exchange Activities**
The Institute has always worked closely with local and regional businesses, and now offers a wide range of partnership activities – not only with private sector companies, but also with public sector and voluntary organisations.
The Institute provides a wide range of support to small and medium-sized companies primarily in the North West but also in London, part-funded by the European Regional Development Fund (ERDF).

**London Creative and Digital Fusion**
London Creative and Digital Fusion is a programme of interactive, tailored and in-depth support for creative and digital SMEs across London, helping them innovate and grow. Fusion provides links to talent, expertise and resources from leading-edge universities and colleges. The programme will be open to 1000 ambitious, growth focused SMEs over a two year period until June 2014. For more information see [www.londonfusion.org.uk](http://www.londonfusion.org.uk)

**Major Duties**
The Projects Assistant will work as part of the Knowledge Exchange team to contribute to the ongoing project London Creative and Digital Fusion based at the Work Foundation in London.
The job will have two key elements:

1.) To assist in the recruitment of businesses and support the event management and general operations of business support activities. Supporting the development of Fusion’s client network, managing client relationships and working closely with other Fusion staff, giving support where appropriate, to ensure the smooth operation of the projects activities. The role will place considerable emphasis on ensuring all client documentation is produced in accordance with the requirements of the funding body, the European Regional Development Fund (ERDF).

2.) Conducting consultancy research projects with individual SMEs from the Fusion network. These projects will be conducted individually with an SME, under the supervision of Fusion delivery staff.

The post will include the following functions:

**Event Management**
- To work with the Fusion team to support design, recruitment, planning, delivery and evaluation of the business support activities.
- To assist staff in the timetabling and organisation of the business programmes and to be responsible for venue and hospitality arrangements.
- To prepare course materials and ensure satisfactory paperwork is prepared for SME clients in line with the funding bodies requirements.

**Client Relationship Management (CRM)**
- To help develop and maintain the Fusion CRM system.

**Marketing Activity**
- To assist in the marketing and recruitment of programmes and events for the Fusion project.
- To attend business support and networking activities. This may require attendance out of standard working hours.

**General Office Administration**
- To contribute to compiling and maintaining auditable records, both paper and electronic, for business support activities.
- To perform such duties appropriate to the grade of the post as directed by the Fusion Management team.
- To provide support and cover for other members of the team during busy periods and holiday times.