

**JOB DESCRIPTION**  
**College Manager, Furness College**  
**Vacancy Ref: N1488**

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| <b>Job Title:</b> College Manager   | <b>Present Grade:</b> 6S |
| <b>Department/College:</b> Furness College  |                          |
| <b>Directly responsible to:</b> The Principal of Furness College  |                          |
| <b>Supervisory responsibility for:</b> None   |                          |
| <p><b>Other contacts</b></p> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• College Dean &amp; Assistant Deans,</li> <li>• Senior Welfare Advisor, College Advisor Team, College Welfare Officer and other members of the SCR</li> <li>• College Accommodation Managers</li> <li>• Porters, Security staff, Furness Bar Manager and other staff in Facilities</li> <li>• Cleaners</li> <li>• JCR Executive &amp; JCR Members</li> <li>• Staff in Student Based Services (SBS)</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• External service providers &amp; suppliers</li> <li>• Prospective students, Parents, Guests, Alumni &amp; Visitors</li> </ul>   |                          |
| <p><b>Main Duties:</b></p> <ol style="list-style-type: none"> <li>1. To provide a welcoming and supportive first point of contact with Furness College.</li> <li>2. To provide a focal point for information for JCR and SCR members, parents and visitors, dealing with enquiries by telephone, email or in person.</li> <li>3. To work in partnership with Student Based Services to deliver a holistic and cohesive service to students, particularly supporting welfare issues, providing initial advice and guidance and supporting the work of the Senior Welfare Advisor and College Welfare Officer.</li> <li>4. To actively work with the JCR and SCR to support and develop a multicultural and inclusive college community and to support activities that brings together students of Furness College with those from Lancaster's international partner institutions.</li> <li>5. To support and work with all college officers to ensure that all students of Furness College are supported and aware of the services and activities that are available.</li> <li>6. To promote equality and diversity across the College, proactively challenging issues, finding solutions and developing plans and activities which are inclusive for all students.</li> <li>7. To be responsible for the day to day running of the College and administration of the College office, including the financial administration within the College.</li> <li>8. To take responsibility for college events (welcome events, Fellow presentations, SCR social events, college trips, graduation, alumni events etc.) occasionally working out of standard office hours when required, and providing catering.</li> <li>9. To manage the College website, produce college communications/newsletters, content for the e-Campus screen and to maintain other databases as appropriate to support student engagement</li> <li>10. To provide administrative support for college meetings, including catering.</li> <li>11. To offer advice and guidance to the JCR Executive Committee.</li> </ol> |                          |