JOB DESCRIPTION
Work Foundation Coordinator
Vacancy Ref: N2368

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<th>Job Title: Work Foundation Coordinator</th>
<th>Present Grade: 5</th>
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**Department/College:** Work Foundation, located in LUMS Faculty Office  
**Directly responsible to:** Director of the Work Foundation (Local Supervision by Faculty Resources Manager)  
**Supervisory responsibility for:** N/A  
**Other contacts**

**Internal:** WF staff and LU staff in IT, research services, communications, marketing, HR and facilities  
**External:** Sponsors, clients, Government Departments, the Media and Funding Bodies

**Role:**  
To provide a high level of pro-active, professional and flexible administrative support for the Work Foundation. The post is based in Lancaster (with travel as necessary to London) and provides remote support for the London office across all areas of operations including delivery of the work programmes; engagement and events; resource management and administration.

**Major Duties:**

1. **Work Programme delivery support**  
   - Provide high-quality support to the Director, Deputy Director and policy team in delivering the Work Foundation’s work programme in matters such as: setting up interviews, workshops, focus groups, consultations and reference libraries; and updating the WF Work Plan.  
   - Provide support to the Director and senior management team and assist with the general administration including arranging meetings, appointments and travel arrangements, preparing agendas, minutes and briefings for meetings.

2. **Engagement and Events**  
   - Be responsible for the prompt and professional handling of all enquiries to the Work Foundation, acting as the first point of contact for external organisations, companies, other institutions or individuals.  
   - Provide support to the Director and Deputy Director for engagement activities.  
   - Maintain a suite of relevant and up to date views, reports and mailing lists for communication, business development and stakeholder engagement.  
   - Provide professional support for event planning and delivery.  
   - Provide support for maintaining the WF website and other communications activities including processing incoming permission and media requests, blogs and other media releases, and the delivery of the quarterly newsletter.

3. **Resource Management and Administration**  
   - Ensure the effective running of the London office, including support for HR and finance processes, space, facilities and resource management, management information, travel and project administration.  
   - Ensure familiarity with, application and use of, Lancaster University policies, procedures and systems. Provide advice to London based colleagues as necessary.
• Provide support to the Director in relation to HR and staff management, including recruitment, induction, performance management, training and development, annual leave and absence management.
• Maintain up to date information on the WF Associate Pool, ensuring all administrative processes are complete; supporting the annual renewal process.
• Liaise with the Facilities Manager, external cleaning contractors and Lancaster University colleagues to ensure a high quality-working environment in the London Office.
• Develop effective working relationships across WF and with Lancaster University staff.
• Act as the Health and Safety Representative, representing the WF on the LUMS Safety Health and Wellbeing Committee, completing display screen assessments for team members, safety inductions and providing support to the WF team ensuring their compliance with University Safety policy.
• Support financial administration for WF.

4. Any Other Duties
To execute any other duties as appropriate to the grade and role.