**Advert wording:**

**Vacancy Details**

**Job Title:**       Programme Administrator

**Contract:**         Permanent, Part-time 28 hours per week (0.8 of full-time equivalent)

**Salary/Benefits:** £30,005-£31,542 per annum, pro-rata, dependent on experience **(**£24,004 - £25,233 per annum actual), plus a comprehensive employee benefits package

**Location:** Covent Garden, London WC2H 9UB

Job Summary

We currently have an exciting part-time role for a Programme Administrator to support the smooth running of our MA Screenwriting (MAS) and MA International Film Business (MAIFB) courses.

The successful candidate will be the main point of contact within the School for our MAS and MAIFB Course Leaders, Visiting Lecturers, industry guests and students. Duties will include processing invoices, communication of the weekly schedule, managing our student Moodle pages, taking minutes at meetings, supervising the student submission process and updating and tracking data. You will also set up meetings for script collaborations and regularly liaise with the Academic Programme Manager and other School colleagues, to ensure the smooth running of the MAS & MAIFB courses.

If you have worked within an educational organisation, have excellent administrative and communication skills and can liaise effectively with staff at all levels, together with good IT skills, including the ability to administer a CRM system and create/present statistical reports on Excel, we would love to hear from you

We offer a highly competitive staff benefits package including pro rata of 30 days leave per annum, employer matched contributory pension scheme (4%), season ticket and hardship loan schemes, up to 18 days professional development leave per academic year (pro rata for part-time staff), cycle to work scheme, Employee Assistance Programme and a suite of family-friendly policies.

Further information and how to apply

For further details about the role and to apply, please visit our website <https://lfs.org.uk/who-we-are/jobs-at-lfs> where you can download a copy of the job description, our application form and equal opportunities monitoring form.

**Email your completed application with the equalities monitoring form to**[**recruitment@lfs.org.uk**](mailto:recruitment@lfs.org.uk)**by 9am on Wednesday 8 February 2023. CV’s will not be accepted for this role.**

**Previous applicants to this position need not apply.**

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you. We offer a guaranteed interview to applicants with a disability, who meet the essential criteria for the role.

Applicants must be able to provide proof of their ongoing right to live and work in the UK.

LFS is an equal opportunities employer.  Whilst all applicants will be judged on merit alone, we especially encourage applications from people who identify as disabled and/or identify as LGBTQIA, black, Asian or are from minority ethnic backgrounds as these groups are under-represented at all levels of staff at LFS.

NO AGENCIES PLEASE

We reserve the right to close this advert as soon as sufficient applications are received, therefore candidates are advised to submit their application as soon as possible.

London Film School is celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning. In 2022 London Film School was awarded World-Leading Specialist Provider status by the Office for Students.