**Advert wording:**

**Vacancy Details**

**Job Title:**       Academic Programme Manager

**Contract:**         Permanent, full time (35 hours per week)

**Salary/Benefits:** £37,035 - £38,944 (dependent on experience), plus a comprehensive employee benefits package

**Location:** Covent Garden, London WC2H 9UB (some remote working will be available)

Job Summary

This is a great opportunity for you to join the London Film School as an Academic Programme Manager. You will take responsibility for assisting the academic departments in compliance with OfS regulations, provide support and input for initiatives lead by the Director of Studies, coordinate examination and assessment processes and be the senior point of contact for academic programme enquiries, offering excellent customer service and issue resolution.

The Academic Programme Manager works closely with colleagues to manage and continually enhance academic delivery. They work alongside the Academic Programme Coordinator to ensure effective timetabling of the academic programmes and meetings, as well as resolution of queries from academic staff, students and external stakeholders. They play an instrumental role in the planning of academic delivery, including assessment, compliance with OfS and developing internal processes. Ultimately, the post-holder proactively ensures the provision of an efficient and professional service to students and academic staff.

If you have significant experience in OfS regulatory requirements, assessment processes and curriculum resources, experienced in using data in line with GDPR, and handling sensitive matters with discretion, knowledge of delivering timetables using timetable software (particularly CELCAT) as well as excellent communication skills, we would love to hear from you.

We offer a highly competitive staff benefits package including 30 days leave per annum (pro rata for part-time staff), 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 and Employee Assistance Programme.

How to apply

For further information 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 and our application pack. Your completed application, together with the equalities monitoring form must be emailed to recruitment@lfs.org.uk by **9am on Friday, 10 February 2023**.

**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.