



European Union

European Regional
Development Fund

EST 1892

LSBU

ERDF Project Coordinator, R&D-4-SMEs (REQ5027) FTC up until June 2023.

The Project

London South Bank University (LSBU) is leading a £6.2m partnership to create a network of Editing and Post Production (EPP) hubs across the [South East Local Enterprise Partnership](#) area. The project which is part funded by European Regional Development Fund (ERDF) will promote research and innovation in the manipulation of screen-based images for television, film, gaming, advertising, and corporate communications. This can include 'Pre-visualisation' techniques or post live-action shoot adjustments using animation, Visual Effects (VFX) and Computer-Generated Imagery (CGI). The project will be delivered from three production Hubs and each will have a studio, two edit suites, a co-working space; a fast internet connection and cloud computing to enable small, medium and micro businesses to extend their client base nationally and internationally. The hubs will be located at Folkestone's Glassworks Centre led by Screen South, at the new Creative Arts Building at Canterbury Christchurch University and at Maidstone TV Studios led by LSBU.

Why choose us?

The award-winning Strategic Projects Team is responsible for delivering a significant portfolio of Innovation and Business Support programmes aligned with LSBU's civic mission and vision. These programmes have established LSBU as the leading provider of European Regional Development Funded (ERDF) funded programmes in London. The School of Arts and Creative Industries has an established track-record of delivering courses, research, and enterprise from state of the art studios just behind central London's South Bank. The School has internationally recognised research and enterprise excellence in science and technology blended with the creative arts. We work with some of the capital's major art, media and performance institutions through collaborative grants and research funding. This project will extend our reach across the South East of England. The role will be based at our campus just behind London's South Bank Cultural district and will be some travel to Maidstone, Folkestone, Canterbury, Hastings, and Southend. You will enjoy flexible working with a creative and dedicated team of hard working and fun people.

You will be entitled to:

- Up to 8% performance-related annual bonus
- Access to our cycle-to-work scheme
- Commuter season ticket loan
- Flexible working

The Role

Project Monitoring and Evidence-gathering

The post-holder will form part of the Strategic Projects team within LSBU. They will be based in LSBU's Southwark Campus but work across the three production 'Hubs'. They may be required to travel to other project locations in the South East. The Hubs are located in Maidstone Studios in Maidstone, at the Glassworks in Folkestone, and at Canterbury Christchurch University's Canterbury campus. These form the R&D-4-SME Network across the South East of the UK.

The Project Coordinator will collect the financial and project performance evidence (SME eligibility, timesheets and financial data etc) for the Maidstone Hub and also provide advice and support to other Hubs, with support from the Project Manager, in terms of project compliance and data requirements. The successful applicant will engage with all the Project Managers and Community Managers connected to each of the three Hubs, and also liaise with staff at LSBU's London campus who will also be running 'Recruitment and Innovation' events to connect the Hubs with London's Editing and Post Production community and encourage exploration of facilities available in Kent.

Data Collection and Management

The Project Coordinator will take a leading role in overseeing the collection, storage, retrieval, management, and use of timesheets and other measures, providing coherence of reporting across the programme. They will develop excellent working relationships with the staff at each Hub. The post-holder will collate data for the summative assessment and other financial and performance data required for the quarterly claims process.

Your profile

You will have an understanding of the Creative Industries sector and, preferably, of small to medium-sized businesses. You will be excited about a support role within a research and innovation environment alongside experienced practitioners and researchers from the film, television, and emerging media sectors. The successful candidate will have excellent knowledge of office data management systems, and experience of working across teams located in remote locations. You will have good organisational skills, including the ability to set up and deliver against project plans. You will be a good networker, able to build and maintain relationships and have excellent communication skills. Please see person specification for more detail.

As there are a lot of events to manage and deliver for this post for the foreseeable future and at least until spring / summer 2021, these events will be delivered online and this requires experience of delivering events and workshops online.

Please [click here](#) to understand our Values and [who we are](#).

To apply, please upload a copy of your CV and a cover letter outlining how you meet the selection criteria and the LSBU Values. Include in your cover letter your motivation and reason for applying and your strategic career plan.

Please click on the link above to view the Job Description and Person Specification (Right click and select 'open in new tab' option - Please note that it has been reported that the iTrent system does not operate correctly on Safari.

Please Note: The Job Reference number for this post is REQ5027

Closing date: Monday 19th October 2020

Interviews: W/c 26th October 2020

We welcome applications from suitably qualified people from all sections of the community in our desire to reflect the diversity of the community we serve

During the unprecedented situation of Corona Virus (COVID-19), we want to provide some assurance that where possible we are continuing with recruitment to our vacancies and look forward to you applying. Emails will be used to correspond with applicants, please ensure that you use an email account that you regularly monitor. We have provisions to conduct interviews remotely and will direct you to the relevant video interviewing system via email.