

Creative Projects Co-ordinator

Job Ref: REQ250782

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Job Description

Job Grade: Administration Grade 5

Brand, Digital, and Creative Production is our dedicated in-house marketing and communications service at Loughborough University, and we form part of the Marketing and Advancement department. Our purpose is to enhance the University's global reputation through impactful engagement, delivering growth and supporting success.

Our talented team of 60 creative and technical specialists excels in Web, Content and Digital Marketing, Graphic & Digital Design, as well as Print, Post, and Logistics. As an award-winning group of marketing and communication professionals, we are passionate about communicating the wider purpose of Loughborough University and of UK Higher Education.

The **Brand and Creative team** consists of creative specialists and project managers who act as the University's in house creative studio. We manage projects ranging from international student recruitment campaigns to on-campus brand activations. Our highly skilled creatives bring Loughborough's core and subbrands to life across digital, print, and video platforms. All of this is supported by our team of creative project managers, who ensure our work is delivered to the highest standards and in the most efficient way possible, liaising with both internal and external stakeholders.

Job Purpose

To support the planning and execution of creative projects that communicate and enhance Loughborough University's brand, this role involves coordinating projects from brief through to completion. The role requires close collaboration with designers, videographers, photographers, the in-house print team, and external suppliers. The post holder will collaborate with a broad range of internal stakeholders to ensure that creative projects are delivered on time, within budget, and according to brief.

As Creative Projects Co-ordinator, you will play a key role in helping to shape and prioritise creative projects alongside the Creative Production and Projects Co-ordinator. You will contribute to resource planning, assist in managing project pipelines, and support the efficient operation of the Brand and Creative Production team. Your efforts will ensure that creative teams are well briefed and supported to deliver high quality outputs that align with the University's brand and strategic priorities.

Job Duties

- Co-ordinate and track multiple creative projects simultaneously, ensuring a smooth workflow from initial brief to final delivery.
- Build and maintain strong working relationships with stakeholders across the University, acting as a key contact and helping to shape project briefs and manage expectations. Advise stakeholders on the creative process, timelines, and best practices.
- Develop production plans to ensure projects are well organised and stakeholders know when they need to contribute, such as supplying content, providing feedback, or signing off assets.
- Use project management tools – in particular, Monday.com – to plan, monitor, and communicate project progress effectively.
- Collaborate closely with designers, videographers, photographers, and other creatives to assign tasks and monitor delivery against agreed timelines.
- Lead in organising and running project meetings, including preparing agendas, taking notes, following up on action points, and ensuring all information is logged on our project management tools.
- Proactively monitor projects, budgets, and deliverables, identifying and resolving any potential issues.
- Co-ordinate feedback and approval rounds, ensuring creative teams receive clear, consolidated input from stakeholders.
- Working with the Creative Production and Projects Co-ordinator on scheduling and resource planning of the team's workload.
- Maintain accurate documentation and ensure that all project details are kept up to date in Monday.com and other relevant systems.
- Support procurement processes, including coordinating with external suppliers, maintaining external supplier relationships, and participating in regular review meetings.
- Contribute to the ongoing enhancement of project processes and workflows within the Brand and Creative team.
- Assist with reporting and KPIS, ensuring all project information and time tracking are accurate.
- Champion Loughborough University's brand guidelines, ensuring all creative outputs are consistent, professional, and of high quality.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Creative Production and Projects Co-ordinator.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a creative or marketing environment, in project co-ordination or an account handling role.	1,3
	Proven experience of managing multiple creative projects simultaneously, from brief to delivery.	1,3
	Experience of working with a range of stakeholders to shape briefs and manage expectations.	1,3
	Experience of co-ordinating feedback and approvals processes on creative work.	1, 3
	Experience of using project management tools e.g. Monday.com	1, 3
Skills and abilities	Excellent organisational and time management skills; able to prioritise and manage competing deadlines.	1,2,3
	Strong communication and interpersonal skills, with the ability to build and maintain effective relationships with stakeholders and creative teams.	1,3
	Confident user of project management tools – ideally Monday.com – to plan, track and communicate project progress.	1,3
	High attention to detail and a commitment to delivering high-quality outcomes.	1,2,3
	Proactive, creative and solutions-focused approach to problem solving.	1,2,3
	Ability to understand stakeholders' strategic objectives and translate them into clear, actionable creative briefs.	1,2,3
	Confidence to advise stakeholders on creative processes, timelines and feasibility.	1,3
	Demonstrate excellent written, communication and presentation skills.	1
	Sound working knowledge of IT applications – Microsoft Office Packages, Internet and email.	1
Training	Show commitment to maintaining up-to-date knowledge.	1,3

	Show a willingness to undertake further training and to adopt new procedures as and when required.	1,3
Qualifications	Educated to A-level standard or equivalent professional qualifications.	1
Other	Commitment to upholding Loughborough University's brand standards and values.	3
	Flexible and collaborative approach, with a willingness to adapt to the needs of the team and wider University.	1,3
	Show commitment to observing the University's Equal Opportunities policy at all times.	3
	Willingness to work flexibly and out of hours if required.	1,3
	This role may occasionally require travel around the UK.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of account handling or client services in a creative agency or in-house creative team.	1,3
	Understanding of print processes and digital technologies.	1,3
Skills and abilities	Familiarity with briefing tools, creative workflows and approval processes.	1,3
	Experience of using the Print Management Software system: Tharstern.	1,3
	An understanding of GDPR in relation to marketing and/or creative environment.	1,3
Qualifications	Degree in relevant related subject or equivalent professional qualifications.	1
Training	Training or certification in project management.	1,3

Conditions of Service

The position is full-time and on an open-ended contract. Salary will be on Administration Grade 5 £29,179 - £34,132 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of familyfriendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcareinformation---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **DATE**. Interviews will be held on **DATE**.