



Retail Liaison Officer

Permanent, Full-time, 37 hours per week

West End, London

Circa £24,000 per annum plus benefits

The Fashion Retail Academy (FRA), founded in 2005, is the UK's leading vocational FE College specialising in fashion and retail education. We have charity status and make it our mission to inspire and develop talent for a specialist career in fashion retail. In September 2016 the FRA received an Ofsted Outstanding rating in all categories assessed, becoming the first in London, and third nationwide under the current inspection framework. We now deliver to over 1,300 students a year across our Higher Education, Further Education and Apprenticeship offers and continue to grow.

Due to our continued expansion, we now have an exciting opportunity available for a Retail Liaison Officer. This is a key role working closely with internal colleagues and our external retail partners to ensure that our students have relevant and successful work placements in the fashion retail industry. The role is responsible for work placement coordination and related administrative activities from supporting briefing sessions with our retail partners to coordinating career days, industry placements and student placement assessments and recruitment.

We are looking for a confident individual with an impeccable customer services approach. It is essential that you have excellent relationship management skills to be able to work effectively with a range of different internal and external stakeholders to ensure our students have the best possible opportunities for relevant industry experience and successful work placements.

Ideally, you will have some retail industry knowledge with experience of working in a similar role and environment. You must have excellent communication skills and have good organisational skills to manage your own workload effectively.

If you are interested in joining a dynamic and vibrant environment to further develop your career, then we would like to hear from you.

Please see further information on the role outlined in the job description.

How to apply:

Please complete an application form and a confidential disclosure and equal opportunities form and send these along with your CV to recruitment@fra.ac.uk.

Visit our website for more information about us <https://www.fashionretailacademy.ac.uk/contact-us/current-vacancies/>

Closing date: 5.00 pm on Friday, 19th October 2018