



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** AFSEE Programme Officer (Fellowship Experience)

**Department/Division:** International Inequalities Institute  
**Accountable to:** Programme Manager (Global Engagement and Impact)

### Job Summary:

The Programme Officer will take lead responsibility for the delivery, operations, and implementation of the Atlantic Fellows for Social and Economic Equity programme Fellowship Experience (FE). This will include all aspects of programme administration and delivery from recruitment, selection, admissions, onboarding, and delivery of the FE up to completion, including also support of the evaluation of the FE. The postholder will take lead responsibility for actively embedding AFSEE Fellows in LSE and serve as the primary contact for internal LSE relations including liaising with LSE Student Services, Marketing, the Graduate Admissions Office, and the Sociology Department. The role also involves engaging with the Atlantic Institute, based in Oxford, with other Atlantic Fellows partner programmes and AFSEE's external learning partners where relevant.

The Programme Officer will have lead responsibility for the budgets for the Fellowship Experience and the current Fellows' projects

Travel, representing the LSE and the programme may be required, as well as some working outside of standard office hours, for example evenings and weekends, for events, receptions, and learning Modules.

### Duties and Responsibilities

#### Planning and Organising Resources:

##### Fellowship Experience

- Oversee the administrative and operational infrastructure of the fellowship, ensuring its smooth running, leading on improvements as programme needs evolve, working closely with the Executive Director, Programme Lead, the Communications Officer and the III Finance Officer to deliver a robust and reliable Fellowship Experience.
- The postholder will work closely with the AFSEE Executive Director and Programme Lead on the development and implementation of the programme to deliver a strong student experience.
- Develop and maintain a timeline of operational activities and deadlines related to the FE.
- Support the outreach/recruitment programme working closely with the Communications and Marketing Officer



- Provide excellent front-line customer service to potential programme applicants including monitoring the programme mailbox, presenting at webinars, replying to applicants' queries in a timely and courteous manner, and assisting AFSEE Ambassadors.
- Lead the AFSEE programme's admissions process, managing the relationship with Graduate Admissions and the Central Selector, providing website updates to the Communications and Marketing Officer, working with the GAO Salesforce system, convening and participating in the selection process and committee, and selections meetings, and implementing metrics and reporting for the application and selection process.
- Contribute to the development of strategic goals and objectives for the programme.
- Provide support to the AFSEE academic team, learn from/engage with programme counterparts at LSE and other learning partners on the planning and coordination of learning Modules.
- Lead in bolstering the AFSEE community connections, including, promoting activities, designed by the Programme Lead, in between the modules and drawing up distinct activities for the two streams (Residential and Non-Residential Fellows) as well as some mutual activities.
- Implement relevant monitoring, tracking and evaluation tools for the Fellowship Experience
- Be responsible for the production of materials for the programme such as the welcome pack, module handbooks, and programme handbook.
- Work collaboratively with the Sociology Department and the Programme Lead in relation to course SO4A8, ensuring Fellows receive all relevant information, and all regulations are followed including submission of assessments, grading, and feedback.
- Collaborate with the Lifelong Engagement Manager on joint projects for both current and Senior (i.e., alumni) Fellows' communities.
- Actively engage with the Atlantic Institute and partner Atlantic Fellows programmes, including attending monthly Communities of Practice meetings hosted by the Atlantic Institute.
- Engage with LSE Careers/LSE Life to place AFSEE Fellows in relevant careers panels, promote their resources and to work with LSE Life to help with onboarding/a smooth transition from being a non-student to being a student.
- Lead on the application for the accreditation of the AFSEE Programme in 2022-23, including liaising with the Sociology Department, TQARO, the Programme Lead and other relevant parties.
- Administer the Non-Residential Fellows assessments and exam board including liaising with Sociology Department, TQARO, LSE Registry and other relevant parties

**Service Delivery:**

- Working with the Communications & Marketing Officer to support the implementation of the annual outreach programme to attract high quality and relevant applications for the two streams of the Fellowship programme.
- Oversee the induction of Fellows, ensuring a seamless and top-end on-boarding and orientation process for Fellows, from offer to arrival,
- Oversee the recruitment and administration of mentoring on the AFSEE Programme.
- Oversee the administration and delivery of learning Modules and any external sessions/events, including those taking place outside the UK, or via online learning platforms.
- Actively seek feedback from Fellows to monitor progress and content delivery, including 1:1s, surveys, and feedback forms.
- Develop and implement programme evaluation and produce reports for internal and external audiences.
- Develop, monitor, and report on the budget for the Fellowship Experience;
- Ensure smooth transition from the Fellowship Experience to Senior Fellowship working with the Lifelong Engagement Manager



- Administer Fellows' research projects in line with the School's Financial Regulations.
- Administer the Dissertation Support Fund for AFSEE Residential Fellows and students on the MSc in Inequalities and Social Science programme.
- Oversee financial processing for the programme and Fellows' projects, including contracts, payments and purchasing.
- Oversee the development and maintenance of record keeping for all programme and project data management needs.
- Oversee programme contracts, including working with LSE Legal on grant contracts, individual contracts for faculty and guest speakers, hourly-paid contracts, and contracts for temporary staff.

**Communication:**

- Oversee the communications with current and incoming Fellows, from prospective applicants, post-offer contact and on-boarding, including developing newsletters and welcome materials, holding 1:1s, delivering webinars, and briefings where necessary to Fellows during modules.
- Provide expert advice and guidance on LSE policies, rules, regulations and administrative processes to Fellows and colleagues in the International Inequalities Institute.
- Ensure the maintenance of comprehensive manuals for all relevant administrative process, including the Application and Selection process, Fellowship Offer and Welcome Pack, Fellows on-boarding process, contracts and financial process.
- Facilitate networking and relationship building internally within LSE to raise awareness of the AFSEE programme and projects.
- Identify resources and opportunities for support across LSE and ensure Fellows' awareness of these where relevant (e.g., LSE LIFE, Career Services, etc.).
- Collaborate with the AFSEE Lifelong Engagement Manager on joint projects for both sets of Fellows communities.
- Regularly interact with the programme team regarding a range of Fellow and programme related issues, communicating procedural and operational issues succinctly and clearly.

**Liaison and Networking**

- Develop and maintain strong relations with Fellows, initiating and sustaining contact across fellowship streams.
- Lead on programme interactions with a wide range of departments, divisions, and forums across the School, including but not limited to, the Student Services Centre, Visa Team, LSE LIFE, PMA Forum.
- Develop and manage relationships with external and internal stakeholders, including the Atlantic Institute, other Atlantic Fellows programmes, learning partners, project partners and other external partners where relevant and internal relations with LSE Departments and Divisions where relevant.

**Decision-Making**

- Establish, monitor, and review service objectives and standards, providing advice to support informed decision making, and improvements. Serving as a key interface between applicants/Fellows and programme leadership.
- Understand and abide by the School's regulations and legislation including data protection, freedom of information and recorded student information. Advise staff and key stakeholders of decisions and policies developed and instituted within the programme, including leading training as necessary.

**Initiative and Problem Solving**

- Work with limited supervision and use initiative and judgement to solve day-to-day issues with flexibility and timeliness.



- Display initiative and forward thinking in identifying potential issues and problems to be addressed and developing strategies for their solutions.
- Take lead responsibility for implementing School policies relevant to the Fellowship programme and AFSEE projects and for responding to information and guidance provided at School level.

#### **Teamwork and Motivation:**

- Work closely and supportively as part of the AFSEE Team to ensure the smooth running of the programme, contributing to team projects such as annual reports, and communications goals.
- Provide guidance, oversee, and monitor support staff and/ or temps who provide administrative support to the AFSEE programme.
- Actively contribute to the AFSEE Team and the Institute's wider administrative team, and to work closely with counterparts at Atlantic sister programmes as well as internal and external partners.
- Work closely with the III to ensure the integration of AFSEE projects into the Institute more broadly.

#### **Pastoral Care and Welfare**

- Ensure pastoral care provision for Fellows, developing and implementing programme level policies and procedures as needed.
- Lead on the inclusion and embedding of safeguarding processes and practices into the programme, including delivery of safeguarding and student support briefings to Fellows.

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

#### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

#### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.