



Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Africa Engagement Programme Officer

Department/Division: Firoz Lalji Institute for Africa
Accountable to: AEP Programme Manager

Competency	Criteria	E/D
Knowledge and Experience	<ul style="list-style-type: none"> Educated to degree level or equivalent in International Relations, International Development, Communications or similar 	E
	<ul style="list-style-type: none"> In-depth knowledge of the African context and the range of stakeholders the Institute engages with 	E
	<ul style="list-style-type: none"> Knowledge and experience of the African job market, and its opportunities and constraints 	E
	<ul style="list-style-type: none"> Experience of producing high quality communications and digital content 	E
	<ul style="list-style-type: none"> Experience of organising conferences and events from initiation through to evaluation 	E
	<ul style="list-style-type: none"> Experience in building and maintaining a database 	E
	<ul style="list-style-type: none"> Ability to understand how daily work connects to the larger vision and mission of a programme 	E
	<ul style="list-style-type: none"> Experience working with colleagues to fundraise from individual and institutional donors 	D
	<ul style="list-style-type: none"> Experience of working in Africa-focused higher education and alongside academics and students alike 	D
Liaison and networking	<ul style="list-style-type: none"> Experience of building partnerships with organisations and institutions working on Africa-focussed topics 	D
	<ul style="list-style-type: none"> Effective networking and liaising with senior stakeholders 	E
	<ul style="list-style-type: none"> Have an existing network of contacts in African academia, politics and business 	D
	<ul style="list-style-type: none"> Experience developing partnerships with Africa-focussed organisations, businesses and institutions 	D



	<ul style="list-style-type: none"> • Building and maintaining relationships with individual and institutional donors • Experience supporting meetings with senior stakeholders • Ability to interact with others diplomatically 	<p>D</p> <p>D</p> <p>D</p>
Problem Solving and Initiative	<ul style="list-style-type: none"> • Ability to proactively and creatively identify new ways to increase external engagement opportunities with a range of stakeholders • Ability to problem solve and identify solutions • Ability to recognise when a problem should be referred • Experience in relationship management • Experience developing systems, strategies, guidelines and processes to improve a programme's effectiveness 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Communication	<ul style="list-style-type: none"> • Experience implementing multi-channel marketing/communications strategies • Experience managing website content and good knowledge of CMS • Excellent proof-reading skills and high attention to detail • Experience in writing compelling copy including reports, memos and concept notes • Experience in crafting and delivering informative, interactive and engaging presentations • Experience presenting to a range of stakeholders from senior colleagues to students • Ability to work remotely and report to managers and colleagues during remote work periods • Experience coordinating activities with organisations and individuals based in Africa • Fluency in a second language spoken widely on the African continent e.g., French, Portuguese, Swahili, Arabic • Experience of communicating event logistics to a diverse audience • Experience working with Microsoft Office Suite and design programmes such as Adobe InDesign and Canva to develop marketing materials 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Planning and Organising resources	<ul style="list-style-type: none"> • Strong organisational skills with excellent attention to detail and ability to take projects to completion • Ability to work on multiple tasks under deadline pressure and prioritise workloads 	<p>E</p> <p>E</p>



	<ul style="list-style-type: none">• Ability to maintain records effectively and accurately in a manner that can be used by others	E
	<ul style="list-style-type: none">• Experience contributing to annual engagement strategies and events programmes	D
	<ul style="list-style-type: none">• Ability to carry out planning on a long-term and strategic basis	D
Teamwork	<ul style="list-style-type: none">• Excellent interpersonal skills and ability to work harmoniously as part of a team, with external partners and internal partners in the FLIA and across the School• Ability to maintain effective working relationships with professionals both internally at LSE and externally• A demonstrable collaborative mind-set• Evidence of being an effective team player who works well with others and fosters a sense of shared purpose	E E E E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.