



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: Africa Engagement Programme Officer

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

Job Summary

The Firoz Lalji Institute for Africa's (FLIA) Africa Engagement Programme (AEP) focuses on strengthening LSE's connection to Africa by fostering relationships with African academic institutions, employers, donors and alumni. The aim of the programme is to build strategic relationships that generate opportunities for LSE alumni, support the development of the African Research Fellowship Programme and the Africa Internship Programme, develop activities with the School's PhD candidates researching Africa, and raise further funding to support the Institute's activities. The Institute is looking to recruit an innovative, flexible and proactive AEP Officer who is interested in helping strengthen and expand this programme.

The AEP Officer will be responsible for supporting the planning and implementation of multiple events held under the umbrella of the Africa Engagement Programme. They will support the planning and delivery of the Career Transition Lab, an annual workshop that focusses on supporting post-graduate students who plan to transition into employment on the African continent. The Officer will also work with the AEP Manager to plan and deliver a PhD Research Seminar in May 2022. On top of this, the Officer will engage in data management, donor engagement, event planning, communications activities, and administrative support for the range of programme operations.

The AEP Officer will be part of the core Institute staff and will be expected to contribute to new and ongoing initiatives as they develop. The Institute is looking for a capable, organised, technologically savvy individual with a detailed knowledge of, and experience with engaging, a range of African political, multilateral, business and academic institutions. The ideal candidate will possess knowledge of the African context, specifically the African job market and have the ability to proactively problem-solve issues in a timely fashion.

The main duties and responsibilities of the post holder are outlined below.



Duties and Responsibilities

Administration

The postholder will provide a range of specialist administrative support the Africa Engagement Programme Manager to assist the development, implementation, and evaluation of the full range of AEP activities, including to:

1. Provide essential administrative support to AEP activities including booking meetings, conference calls, minute-taking and additional ad-hoc support.
2. Assist in the planning, organisation and execution of project related events, African regional alumni group meetings and teleconferences, dissemination events etc.
3. Leading on the administration of the Africa Internship Programme, including advertising all opportunities on the LSE Careers Hub, fielding requests and enquiries from current students and alumni and communicating with potential employers from the African region.
4. Assisting in the management of the programme's key internal and external stakeholders, including senior faculty, professional service staff (including LSE PAGE, LSE Careers and LSE Alumni Relations), students, alumni, employers and donors.
5. Support the production and printing of reports and related project documentation.
6. Support the monitoring and reporting of AEP activities as needed.
7. To maintain an accurate and up to date database of internal and external stakeholders.
8. Supporting the development of systems, strategy documents and processes for implementing different projects related to the programme.
9. Managing a busy and varied workload and prioritising effectively with minimal supervision.

Liaison and networking

10. Confidentially and effectively networking with a range of senior stakeholders from Africa and building long-term effective partnerships that advance the FLIA's strategic objectives and reputation on the continent.
11. Using an existing network of contacts in African academia, politics and business that could be drawn on to advance the AEP and FLIA objectives and network.
12. Support meetings with senior stakeholders confidently and independently, with appropriate consideration to protocol.
13. Contributing to AEP's strong reputation within the School and externally, and enabling effective collaboration on the delivery of AEP activities by developing mutually beneficial relationships with a range of stakeholders at all levels.
14. Initiating and cultivating productive relationships with PfAL alumni and developing a personal network of contacts across African companies, civil society organisations and governments that can assist the FLIA and AEP's ongoing development.
15. Developing strong working relationships with programme donors, senior LSE colleagues and the Institute's Director and Strategic Director to ensure a keen understanding of LSE's wider strategic



goals for Africa, highlighting and pursuing synergies and development opportunities

16. Proactively seeking to identify new ways to increase engagement with African employers, academic institutions, donors and LSE alumni, and working with colleagues to advance the Institute's mission.
17. Assist managing a range of relationships with internal and external stakeholders, taking a lead where requested.

Communication

18. Assist designing and implementing a multi-channel marketing/communications strategy, including building AEP as a recognisable brand among internal and external stakeholders, while ensuring all content adheres to LSE/FLIA house style
 - a. Managing stakeholder networks across multiple social media platforms
19. Managing the AEP's website and printed communications, ensuring webpages are kept up-to-date with compelling content, user friendly and accessible.
20. Writing compelling and engaging copy including briefs, reports and promotional materials for a range of audiences and to a high standard.
21. Updating and maintaining the Institute's stakeholder mapping and supporting the development of a CRM system.
22. Presenting to a range of stakeholders including partners, prospective African students for LSE and participants in the AEP Career Transitions Lab.

Events

23. Working closely as Deputy Lead with the AEP Manager on the planning, management and coordination of all event logistics, budgets and operations linked to AEP activities, including but not limited to the Career Transition Lab, the PhD Conference and Alumni events.
 - a. Developing and implementing a series of alumni engagement events, in coordination with PAGE, the AEP Manager and the African Regional Alumni Group, and seeing projects through from initiation to evaluation.
 - b. Assist in programming a range of networking events, workshops and seminars to support LSE's Africa-focused PhD research community.
24. Researching and identifying sponsor and partnership prospects and developing a database for the Programme.
25. Working closely with staff, student and alumni colleagues, external agencies and partners to ensure a consistently high standard of service in the delivery of programme communications and activities, including providing logistical support on all aspects of events and assisting the Programme Manager with all administrative and operational processes.

Teamwork

26. Working collaboratively and effectively toward shared goals with other members of the Institute's team, as well as other professional services and academic staff from across the School.
27. Leading by example and forming positive working relationships with PfAL students, prospective students and alumni, professional service and academic colleagues, and utilising these to gain buy-in and support for the programme.



28. Helping promote and manage events and activities at LSE and on the African continent.

Service Delivery

29. Taking responsibility for ensuring stakeholders including partners, students, alumni, colleagues and the public receive timely and accurate updates and information.
30. Working closely with staff, students and alumni colleagues, external agencies and partners to ensure a consistently high standard of service in the delivery of AEP communications and activities, including providing logistical support on all aspects of events and assisting the AEP Manager with all administrative and operational processes.
31. Contributing to the successful operation of FLIA events and activities as required, including working on ad-hoc projects or communications-related activity, while covering during absence and generally lending skills where appropriate.
32. Working on occasion outside of normal office hours, with occasional international travel required to support the delivery of events.

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.