



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: Project Manager for Mayoral Leadership, European City Leadership programme

Department/Division: LSE Cities

Accountable to: Academic Director for Mayors

About the European City Leadership Programme:

- LSE Cities is preparing to launch a pioneering European City Leadership Programme (ECLP) for mayors and their teams.
- A ground-breaking capacity-building opportunity for current and future urban leaders, the programme is delivered through an international partnership.
- Europe's cities face an increasingly uncertain future. While urban governments across the continent have long been at the forefront of policy innovation, leaders and their teams need exceptional skills to steer their cities through the complex challenges ahead to make them greener and fairer.
- Drawing on world-class global faculty to build a curriculum focused on core public sector capabilities in the domains of innovation, collaboration, and technology, the European City Leadership Programme will support European cities to develop leadership teams with the skills and know-how to deliver transformative change in this critical decade.
- The programme will include world class executive education delivered both virtually and in-person at sites across Europe. This essential capability-building work will be accompanied by rapid-fire research and experimentation, informed by mayors' real-world challenges to generate practical resources and data for city leaders.
- We are now seeking to build a team of experienced and dynamic professionals to help get this exciting new initiative off the ground. This is a pioneering programme with the potential to create deep impact on the capabilities of European local governments, which the Project Manager for Mayoral Leadership will help to shape from its very inception.

Job Summary

- The Project Manager for mayoral leadership is a crucial role in the delivery of mayoral training as part of the ECLP. The post-holder will work closely with Academic directors of the programme to develop a world-class leadership curriculum for mayors



- We are looking for an experienced, co-ordinated, self-motivated, personable professional with the ability to drive momentum in support of smooth and timely project delivery. Interest and familiarity with local government, urbanism, innovation or democracy would be welcomed though not essential.
- The role will involve support of the design and delivery of a pioneering executive education training for mayors across Europe, delivered to a cohort of 30 mayors per year from 2025 onwards.
- The post-holder will provide project management support to ensure the development of the mayoral leadership component of the programme meets key milestones and remains on track.
- They will be responsible for ensuring practical and logistical foundations for delivery of a programme of the highest calibre with real impact for mayors.
- The project manager will assist the Academic Director for Mayoral Leadership in managing relationships with high-level stakeholders both within the School and externally, in support of this mission;
- The post-holder will be expected to apply creative thinking alongside the Academic Director to ensure that the programme developed is of the highest calibre, that the programme experience for participating cities is seamless, and that the programme has real value for participating cities and ultimately a positive impact on city residents.

Duties and Responsibilities

Core Responsibilities:

Reporting to the Academic Director for Mayoral Leadership, the Project Manager for Mayoral Leadership will provide critical co-ordination support for the Mayoral Leadership component of the ECLP. They will:

Manage the programme delivery:

1. Provide day-to-day management of budgets, delivery, evaluation and reporting for the 'Mayoral Leadership' component of the ECLP;
2. Oversee the management and delivery of both in-person and virtual training for mayors, including a high-profile kick-off event in London in 2025;

Manage Recruitment & Faculty hiring:

3. Support the Academic Director to recruit and onboard the programme's Global Faculty;
4. Manage relationships with and co-ordinate contributions of the Global Faculty to ensure timely development of session and learning materials for the first cohort of the programme;



5. Create and maintain an annual calendar of faculty engagement for face to face and online training;

Manage the Curriculum development process:

6. Oversee the management and delivery of curriculum development activities including development workshops, site visits to European cities, and knowledge exchange sessions with academic partner institutions and other stakeholders;
7. Liaise with fellow project managers across the wider delivery team to ensure consistency in quality and delivery of content across the programme;

Manage & deliver educational experiences:

8. Provide insights and procure the latest ed-tech to deliver engaging online and in-person learning experiences across multiple languages;
9. Support the delivery team's cross-cutting Project Manager in the invitation, selection and onboarding of mayors to the programme;
10. Co-ordinate with the delivery team Liaison Officer to manage communication with city participants and support their onboarding and smooth experience throughout the programme;
11. Manage the delivery and operation of an online learning platform dedicated to mayors.

Flexibility

12. 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 and receptions, such as the programme launch and convenings.

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



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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.