



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 post-holder.

Job title: Senior Executive Assistant to the Chief Philanthropy and Global Engagement Officer
Ref no.:

Department/Division: Philanthropy and Global Engagement

Accountable to: Senior Executive Officer to the Chief Philanthropy and Global Engagement Officer

Background:

The **London School of Economics and Political Science** (LSE) is entering an exciting period in its 125-year history. LSE 2030 will deliver a new strategic direction that will preserve and build on LSE's status as a world leading social science university that educates brilliant minds and creates knowledge that can transform global societies for a global impact.

In November 2021, LSE launched the public phase of Shaping the World, a major philanthropy and engagement Campaign to underpin the LSE 2030 goals and to help shape the world in the process. More than 50% of our Campaign goal has been raised in nearly three years and there is huge momentum building as we embark on the public phase.

The LSE **Philanthropy and Global Engagement Division** (PAGE) serves, engages and works in partnership with alumni and friends, staff and students, volunteers, donors, global partners, organisations and the wider community to further the strategic aims of the School. These reciprocal relationships increase engagement with LSE across the world and increase philanthropic income and strategic partnerships for agreed School priorities.

PAGE is led by the Chief Philanthropy & Global Engagement Officer and a Senior Leadership Team comprising four Directors. The Chief Philanthropy & Global Engagement Officer has strategic oversight for philanthropy, alumni engagement, corporate engagement, international strategy and global academic partnerships, leads on the most significant philanthropic opportunities, and directs the School's major philanthropy campaign in support of LSE 2030. In addition, he is a member of the School Management Committee, which provides effective, co-ordinated and strategic leadership to LSE. The Chief Officer works to a busy and frequently changing schedule and has contact with high-profile external supporters and partners of LSE as well as the most senior members of LSE leadership and faculty.

Job Summary:

The Senior **Executive Assistant to the Chief Philanthropy and Global Engagement Officer** is a responsible post which offers the opportunity for involvement at the heart of the School's philanthropy and global academic engagement programme. The post-holder will manage all aspects the Chief Officer's professional agenda, liaising with internal colleagues, and high-profile external prospects, donors, alumni, friends and partners of the School, balancing competing commitments to maximise the Chief Officer's time, impact and effectiveness.



The successful candidate will be a confident decision maker with experience managing diverse and changing priorities. They will take responsibility to manage all aspects of the Chief Officer's diary, including extensive travel, and have the ability to think strategically when presenting solutions. A proactive attitude is necessary as the role balances complex demands and workloads where efficiency is key.

Duties/Responsibilities

Executive Support:

- Provide the highest quality and proactive executive support to the Chief Officer including diary management, support for extensive travel arrangements, filtering and responding to mail/email, maintaining filing systems, processing expenses claims and invoices, and supporting with the accurate recording information using our client relationship management system.
- Understand the activities and main issues of the teams that report to the Chief Officer in order to liaise with them to progress meetings, resolve issues, and make most effective use of the Chief Officer's time. Liaise closely with the Senior Executive Officer and other executive support from across the school to ensure that meetings involving the Chief Officer are scheduled and that accurate and helpful information is conveyed in a timely manner.
- Schedule and organise meetings on behalf of the Chief Officer, including School-wide committees and other groups related to the work of PAGE, ensuring that the Chief Officer is prepared. Service the meetings including creating, collating, and disseminating materials, taking minutes/notes, and assisting with and tracking follow-up as needed.
- Show initiative and make independent decisions to proactively identify and resolve problems, taking full responsibility for the outcome of such decisions; and consider the agenda of and impact on the Division and ensure clear communication of current status and revised priorities to colleagues.
- Provide planning, direction and motivation to colleagues to ensure deadlines are met and projects successfully delivered.
- Support with the management of budgets for discreet projects on behalf of the Chief Officer.
- Undertake desk-based research, looking at both qualitative and quantitative data, to support projects on behalf of the Director, including the production of papers for approval by internal committees at the School.
- Work closely with other Executive Support colleagues in PAGE to ensure joined up, effective support for the Senior Leadership Team (SLT), including assisting with the tasks of other Executive Supporter colleagues to cover absence and annual leave.
- Develop agendas, papers and presentations for meetings on behalf of the Chief Officer.
- Ensure the Chief Officer is adequately briefed ahead of meetings with senior alumni and supporter volunteers.
- Deal with enquiries and resolve as appropriate, judiciously using initiative and authority, when possible, and knowing when to refer matters to the Senior Executive Officer.
- Delegate enquiries and other actions to appropriate staff within the school.
- Respond flexibly and proactively to requests for information or assistance from internal and external stakeholders, referring them to relevant colleagues or using initiative where appropriate.



Operations and Engagement:

- Gain and maintain familiarity with the most important relationships held by the Chief Officer and build effective working relationships with their support staff, particularly including the School Executive Office, School Management Committee, Chief Financial Officer, Director of HR and School Secretary.
- Build effective relationships with key external stakeholders such as specialist consultants and peer universities to strengthen the overall working of PAGE.
- Support the planning and delivery of critical meetings for the Division and the School. This will require understanding of fundraising priorities and budgets.
- Undertake other tasks and projects related to the Chief Officer as directed by the SEO
- Craft all-Division comms relating to the work of the Chief Officer.
- Play a pivotal role in the Executive Support Team using knowledge and experience to provide advice, guidance and information critical to the overall running of the Division's support function. Proactively communicate any issues and proposed solutions to the Senior Exec Officer or relevant Director.
- Plan and assist in the delivery of Divisional meetings and social engagements. This will include online and hybrid arrangements, liaison with internal and external service providers, providing briefings; and communicating with important stakeholders
- Participate in internal and external networks, building ongoing and effective relationships with a wide range of contacts to ensure the continued smooth operation of Philanthropy and Global Engagement.
- Maintain confidentiality and a high level of discretion at all times (many projects are highly confidential in their nature)
- Develop knowledge about philanthropy and global engagement in both the LSE context, and across the wider sector, to inform decision-making and to best support the Chief Officer and the ASO teams.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.

Equality, 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.