



## 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:** Research Programmes Coordinator

**Department/Division:** CPNSS and Philosophy

**Accountable to:** CPNSS Centre Manager and  
Philosophy Department Manager

### Job Summary

Coordinate the planning, preparation, and seamless execution of core Centre and LSE Philosophy research programmes, including the academic Visitors Programme, the Research Associates Programme, research grant activities, and weekly academic lecture series and conferences on philosophy research. These events may cater to academic, public, or student audiences.

Manage all aspects of visitors, Research Associates, and new staff arrivals on campus, from application processing and communication to onboarding, record management, space allocation, and ongoing support during their stay.

Oversee the smooth execution of research grant activities, lecture seminars, workshops, Centre and Philosophy research events, and public lectures. This includes collaborating with academic event leaders, booking hotels, arranging rooms, organising and receiving catering, supporting IT setup on event and meeting days, and managing expense reimbursements and invoices for Centre research activities and events.

Engage in the Management of Staff Research Funds.

Work under the direction of the Centre Manager and the Philosophy Department Manager, and collaborate with the Centre Director and Philosophy PSS, as well as research project leaders, and LSE Philosophy staff. Be an integral part of a small and friendly team dedicated to ensuring the smooth operation of the Centre. Serve as the initial contact for all aspects of the various Centre Research Programmes, handling a variety of office tasks, both large and small.

### Duties and Responsibilities

#### Key Activities and Responsibilities

##### *Programmes and Event Management:*

- Lead the organisation and coordination of conferences, seminars, workshops, and public lectures.
- Collaborate with event organisers, the Marketing and Communications Manager, and the LSE Services and Events team.
- Handle logistics including booking hotels, arranging catering orders, reserving rooms, and setting up seminar rooms and reception spaces on event days.



- Oversee all on-the-day logistics and provide on-campus support for technology and event setups, ensuring all equipment is fully operational.

*Financial Coordination:*

- Manage expense claims for staff, students, and visitors related to all CPNSS and LSE Philosophy research activities. Review and verify research fund claims submitted by staff for accuracy and compliance.
- Process claims in a timely manner.
- Monitor research fund expenditures to ensure they remain within approved budgets.
- Provide guidance to staff on claim submission procedures and compliance requirements.

*Visitor and Research Associate Support:*

- Serve as the main contact for visitors, managing all aspects of their stay from application processing to space allocation.
- Facilitate the induction of new staff & visitors, ensuring a smooth transition to the Centre & LSE.

*Communication and Record Management:*

- Maintain up-to-date records and implement improvements in record management systems for visitors, research associates, events, and finances.
- Ensure the Centre's website is current and accurately reflects ongoing activities and events.

*Team Collaboration and Office Coordination:*

- Work closely with the Centre Manager, Centre Director, LSE Philosophy Department Manager, and research project leaders to support various office tasks.
- Coordinate Centre meetings, prepare and distribute documents, and record meeting minutes.
- Act as the primary contact for LSE Estates, IT Services and OneFinance enquiries, ensuring effective communication and issue resolution.

*Creative Development:*

- Contribute to the planning and development of new research programmes and events, enhancing the Centre's Knowledge Exchange activities.
- Participate in brainstorming and implementing innovative ideas to improve existing programmes.

*Further General Duties as required:*

- Provide comprehensive support for the smooth operation of the Centre and research-related activities in the Department.
- Perform other tasks as requested by the Centre Manager and Department Manager to meet the evolving needs of the Centre and research-related needs in the Department.
- Assist the Philosophy Department Graduate Programmes Manager in the administration of the PhD programme, including admissions, enrolment, and student support.
- Assist the Department REF Coordinator with the preparation and submission of REF documentation during relevant assessment years.

**Flexibility**

The Research Programmes Coordinator is expected to normally be present in the office on LSE campus daily in order to receive visitors and inquiries. Presence is required on campus during all CPNSS and Departmental events in order to provide coordination and support. However, flexible hours and the ability to work from home are also available from time to time, especially on days when there are no events or team meetings.

**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.