



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: 100x Impact Accelerator Administrator

Department/Division: 100x Impact Accelerator

Accountable to: 100x Head of Operations

Job Summary

- The purpose of the role is to provide administrative support to the 100x team, particularly the Director, Deputy Director and Head of Operations. This includes responsibility for diary management for the Director and Deputy Director, booking their travel, and managing their expenses.
- The role will involve budget management and regular use of the LSE Finance System, including setting up new suppliers ahead of payment, processing invoices, monitoring spend against contract value, and maintaining accurate expenditure records.
- The post-holder will support the 100x Senior Leadership Team with planning and organising high-level meetings, including securing appropriate meeting space, servicing the meetings, and ensuring follow-up on action points.
- The post-holder will be responsible for maintaining the smooth operation of 100x office space, general inbox, equipment and facilities.
- The role will involve supporting the 100x Communications and Events Manager with a variety of events, including the annual 100x Summit Day.
- Some flexible working outside of the standard office hours, for example evenings and weekends, may occasionally be required.

About 100x Impact Accelerator

Established in 2022, the 100x Impact Accelerator (100x) identifies, invests in, and accelerates the most promising social ventures that are addressing the world's most pressing social problems. Based in the London School of Economics and anchored with a £50 million philanthropic gift, 100x aims to leverage the research within the LSE to identify critical gaps and levers within pressing social sectors, and then find social ventures with solutions to those problems.

Uniquely, 100x aims to be for the social sector what Y-Combinator -- a top tier venture Accelerator known for producing financial unicorns -- is to the private sector. The aim is to create 'impact unicorns' - organisations creating positive impact on the scale of billions. This will only be achieved by pairing social ventures (both non-profit and for-profit) not only with philanthropically backed capital and LSE's research,



but also with connections to world leaders, policy practitioners, and decision makers who can help redefine how social ventures think about scale and impact.

Duties and Responsibilities

Administration

- Support the 100x Director and Deputy Director with diary management, including scheduling meetings and drafting correspondence.
- Planning and managing international travel itineraries across time zones, including booking travel and accommodation, in line with LSE travel and procurement policies.
- Planning and organising regular and ad-hoc meetings, including identifying and booking appropriate rooms, organising refreshments and servicing meetings as required, including collating agendas, taking minutes, and ensuring follow-up on actions agreed.
- Supporting the 100x Senior Leadership Team with governance processes, including the Advisory Board, Investment Committee, Compliance Committee, and Research Selection Committee meetings, as well as annual reporting. This will involve scheduling meetings, booking appropriate space, preparing and circulating agendas and papers, and taking minutes and ensuring follow-up on actions agreed.
- Taking responsibility for the overall administration of 100x and its offices, including ensuring the provision, maintenance and smooth operation of 100x facilities and equipment; reviewing and developing administrative systems, ensuring fitness for purpose and compliance with LSE policies and procedures.
- Acting as the central point of contact for all enquiries relating to 100x, including management of and communication to/from 100x's general inbox in line with 100x's ethos, escalating to the appropriate member of the team where specialist input is needed.
- Showing initiative to independently support the 100x team with various administrative tasks. In doing so, the post holder will be able to prioritise a variety of tasks and to pay the highest attention to detail.
- Establishing and managing relationships and contracts with internal and external suppliers, and sourcing appropriate suppliers to achieve value for money for 100x.
- Liaising with the LSE Legal Team to ensure timely counter-signature of contracts and legal agreements.
- Setting up contracts for casual staff and managing the processing of timesheets for those staff.
- Supporting the Head of Operations with managing 100x's current and future space requirements.
- Ensuring 100x complies with health and safety policies for all aspects of facilities management and with respect to the safety and wellbeing of staff, students and other visitors.
- To handle and resolve less routine issues and problems that may arise in connection with 100x's activities, seeking support from the appropriate team member where required.

Finance

- Budget management across a variety of operational and event budgets, such as 100x's travel,



hospitality, and public events budgets. This includes setting up new suppliers on the LSE Finance system; establishing Purchase Orders for supplier contracts; processing invoices and expenses; monitoring spend against contract values; using own initiative to source quotes from suppliers and independently identifying the solution that represents value for money, advising the Senior Leadership Team where appropriate; assuming responsibility to ensure spend remains within budget; seeking timely authorisation where appropriate; maintaining accurate records of approved expenditure; independently resolving any queries and issues from suppliers, consulting with and keeping informed the LSE Finance Division where appropriate.

- Liaising with 100x ventures and the LSE Finance Division to ensure timely, smooth setup on the LSE Finance system in order for disbursement of grant payments to be made on time.
- Processing expenses for the 100x Director, Deputy Director and Head of Operations in line with LSE financial regulations.

Communication

- Communicating in both written and oral formats a variety of routine and complex information to senior internal and external contacts, showing good presentational skill, a keen eye for detail and the ability to appropriately handle sensitive information.
- Establishing and maintaining effective working relationships with a wide range of external and internal stakeholders.
- Supporting the 100x team with and contributing to the development and maintenance of a contact database.
- Responding flexibly and pro-actively to requests for information or assistance from internal and external stakeholders, referring them to relevant colleagues or answering on the post-holder's own initiative where appropriate, and seeking to project a positive impression of 100x and LSE at all times.
- Assisting the 100x Communications and Events Manager with maintaining 100x's website and online content, contributing content where appropriate.

Events

- Assisting the 100x Communications and Events Manager with organising and implementing 100x's regular and ad-hoc small- and large-scale events (including high-profile events) such as our venture application webinars and the 100x Annual Summit Day, where appropriate acting as 100x's main point of contact with internal and external individuals/departments/institutions and with a wide variety of event audiences. This includes independently resolving any issues arising in the planning and implementation of the events, troubleshooting where necessary; supporting marketing and promotion; managing event budgets; recruiting, training and supervising occasional staff; identifying and booking venues and catering; identifying and liaising with often high-level external and internal speakers.

Teamwork

- Supporting the 100x Director, Deputy Director and Head of Operations with the recruitment and induction of new staff.
- Supervising and training occasional administrative staff and volunteers.
- Acting as an active member of different project teams at 100x, LSE and across stakeholders,



understanding the common goal of each team and bearing joint responsibility for ensuring each team's objectives are achieved within an agreed timescale, while understanding co-workers' roles and pressures and offering support, advice and assistance when possible and appropriate.

Flexibility

- Some weekend and evening work may be required, particularly during programme delivery and for events.
- To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.
- Travel may be required.

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.