



## 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:** Entrepreneurship Programme Manager

**Department/Division:** LSE Generate, Research and Innovation  
**Accountable to:** Head of Generate

### Job Summary

LSE Generate is looking for an Entrepreneurship Programme Manager to join our vibrant team. This is an exciting opportunity to contribute to the entrepreneurial journey of LSE founders by helping us design and run entrepreneurship support programmes.

LSE Generate Team supports students and alumni to build a socially responsible business, in the UK and beyond. We support LSE innovators at each stage of their entrepreneurial journey and provide infrastructure to build, develop and scale their ideas.

Entrepreneurship Programme Manager will work directly with our Head of Acceleration and Programme Design on design and delivery of a number of exciting programmes for LSE alumni and students who are working on setting up or running a business, such as our accelerator programme, funding competitions, mentorship programme and more! This role is an opportunity to learn about best-practice support for founders and further develop your operational and stakeholder management skills; the programme manager will support the programme associate with his/her workload throughout the programme preparation and delivery stages.

### Duties and Responsibilities

- Acting as project lead on various programmes and projects throughout the year, including the Accelerator, Funding Competition and other entrepreneurship programmes run by LSE Generate.
- Launching new programmes and projects as part of the LSE Generate development strategy, incl. assessing the market potential for new initiatives, developing a marketing strategy for a new programme and setting up operational procedures for it.
- Coordinating other team members that plan, implement, and manage specific event aspects such as: marketing/communications, social media, and/or press. Ensuring the appropriate policies are implemented in the process. Monitoring progress of the team members to meet agreed objectives.
- With the support of the Programme Associate, implement, administer and evaluate day-to-day activities of our programmes by identifying and executing tasks and objectives, making recommendations and assigning resources to achieve the goals of the program.



- Coordinate the smooth running of events and serving as first port of call to internal and external stakeholders, such as suppliers, contractors, speakers and mentors.
- Participate in joint project teams with School-wide and external stakeholders to develop specifications and analyse business information / data, supporting the achievement of agreed project objectives.
- Contribute to service improvement discussions and annual programme plans, incl. launching new programmes to enhance the current services offering by LSE Generate.
- Formulate alternative solutions, prepare reports, briefings, spreadsheets, databases and presentations to put forward recommendations to achieve the desired outcomes of each programme, set by the Head of Programme Design. Assessing and advising on the technical viability of specific projects, analysing complex work situations and / or testing individual solutions which may not be obvious.
- Proposing and developing procedures, protocols and systems to meet the requirements of LSE Generate and the School.
- Participate in the selection, appointment and management external consultants and other service providers to ensure smooth programme delivery. Assess their work on the ongoing basis and re-evaluating further engagement.
- Liaising and networking with the internal and external stakeholders representing the program as the key contact and subject matter expert alongside the Head of Programme Design and Head of LSE Generate. Represent LSE Generate to external/internal stakeholders where necessary.
- Plan and execute marketing strategy for new and existing programmes and projects, incl. organising and participating in outreach activities that may include developing communications, planning/promoting events e.g., Accelerator Demo Day, Funding Competition Final.
- Monitor budgets for specific programmes, incl. expenditures and invoices.
- Direct and supervise other staff members to perform various tasks and assignments to ensure effective on-time programme delivery. Monitor their contribution towards programme-specific KPIs.
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- Deliver specialist services for internal customers (such as training, promotional materials, specialist IT solutions, including the development and enhancement of IT structures), to maximise service quality, efficiency and continuity, as well as external customers for the programmes that are available outside the School's direct network.
- Direct and supervise staff, including managing staff resources and workload, staff training, discipline and assessment of performance on each programme.



### **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.