



## 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: Programme Manager**

**Department/Division: 100x Impact Accelerator**  
**Accountable to: Head of Programme**

### Job Summary

- The role involves responsibility for full delivery and management of a first-of-its-kind venture acceleration programme for social enterprises (non-profit and for-profit) run through the 100x Impact Accelerator bi-annually (twice per year).
- The post holder will manage and be responsible for all aspects of the programme, working with other members of the Accelerator team to guarantee a high-quality venture experience from programme enrolment through to completion.
- The role will involve managing a world-class structured accelerator programme responsive to the needs of social ventures, sourcing and liaising with delivery partners, providing tailored coaching and support to social enterprises. There will also be involvement in recruitment, portfolio (alumni) support, and communications and marketing, in conjunction with other members of the Accelerator team.
- The post holder will bring an enhanced level of service to the programme to meet School and stakeholder expectations of this intensive programme.
- Some flexible working outside of the standard office hours, for example evenings and weekends, will be required on occasion.

### About the 100x Impact Accelerator

Established in 2022, the 100x Impact Accelerator identifies, invests in, and accelerates the most promising social enterprises 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, the 100x Impact Accelerator aims to leverage the research within the LSE to identify critical gaps and levers within pressing social sectors, and then find social enterprises with solutions to those problems.

Uniquely, the 100x Impact Accelerator 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 enterprises (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 enterprises think about scale and impact.

## Duties and Responsibilities

### Programme Implementation and Management Responsibilities:

- To manage a world-class Accelerator programme, providing social enterprises with structured programming akin to programming that exists for private sector Accelerators
- To lead on and manage all aspects of programme delivery from enrolment to 'exit', for the venture acceleration programme.
- To develop and manage the full delivery of professional support, including from partners and mentors, throughout the programme, and to be proactive in the development of programme support.
- To facilitate the delivery of all content in the Accelerator programme - including from internal LSE stakeholders as well as external third-party contracted support
- To facilitate and provide support during programme sessions where required.
- To manage the programme timetable, scheduling and communications to the participating social enterprises, using dedicated programme tools.
- To proactively identify ways to improve internal programming systems and processes.
- To oversee the provision, production and delivery of welcome and programme materials to participating social enterprises in a timely manner and within budget.
- To plan and negotiate LSE faculty involvement in delivering the programme, in conjunction with the Head of Programme, Head of Operations, Head of External Relations, and the Accelerator Director.
- To provide coaching, support, guidance and pastoral care to cohort social enterprises and in some cases, where standard procedures do not always exist.
- To ensure that any programme design changes are approved through the appropriate procedures and feedback cycles from social enterprises, in conjunction with relevant School committees if necessary.
- To manage and act as Secretary for any Programme Committees, as required.
- To ensure diversity, inclusivity, and accessibility features are taken into account during programme delivery.
- To collate desired Key Performance Indicators from social enterprises and work closely with other team members to track their performance during the accelerator programme
- To oversee cohort social enterprise evaluations, collate results from surveys and create an Exit Survey so feedback can be gathered upon completion of the programme.
- To manage any contracted help and student helpers/stewards as required.
- To collaborate with the Head of Programme, Head of Operations and Head of Impact Investments on identifying future topic areas for social enterprise cohorts.

### Programme Development:

- To support the achievement of core objectives for the programme within the context of the 100x Impact Accelerator's strategic business plan.
- To contribute to the annual review of the programme, collating feedback and writing proposals for programme improvements.
- To proactively contribute to the on-going development of the programme.



- To support the Head of Programme and Head of External Relations in implementing an alumni programme and activities.

#### **Marketing and Admissions Responsibilities:**

- To support an effective marketing strategy in conjunction with the 100x Impact Accelerator Communications and Events Manager.
- To support and take part in promotional events involving senior managers and other internal and external stakeholders at the highest levels.
- To promote the programme to external contacts and organisations and develop potential relationships.

#### **External Relations:**

- To identify and pursue opportunities for effective high-quality programming with external companies.
- Where appropriate, to deputise for the senior 100x Impact Accelerator leadership team in a range of internal and external settings, to enhance and increase awareness of the programme to a wide range of stakeholders.

#### **Customer Service Responsibilities:**

- To create and deliver a tailored customer service to the cohort social enterprises, taking into account their specialised nature and profile.
- To serve as the main contact for the programme both internally and externally and liaise and network with both external suppliers and various departments within LSE.
- To act as a key interface – with decision making rights and responsibilities – between the cohort social enterprises, academic faculty, and external programming delivery companies at all times.
- To ensure there is continual consistency and a high level of service provided throughout the cohort social enterprise experience.
- To provide accurate information to the cohort social enterprise community, within the Accelerator, and across LSE.

#### **Financial Responsibilities:**

- To support the Head of Programme and Head of Operations in managing the programme budget.
- To identify areas where expenditure can be reduced and areas where money can be invested to aid programme development.
- To draw up individual programme delivery agreements for faculty and external programming delivery company contracts, and to ensure timely payment.
- To ensure prompt invoice payments and to maintain financial records as required by LSE and the Accelerator including filing expense reports.
- To organise quarterly budget reports and analysis, and monitor expenditure to enable the programme to carry out appropriate financial planning.
- To support the Head of Programme and Head of Operations in managing the annual budget review and forecasting process.
- To make recommendations for any follow-on investment funding for high-quality, top-tier ventures

#### **Flexibility:**

- Some weekend and evening work will be required during orientation, events, and programme delivery.
- 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.