



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 Officer, GCRF Gender, Justice & Security Hub - Conventions

Department/Division: Centre for Women, Peace & Security

Accountable to: Co-PIs, Hub Chief Operating Officer

Job Summary

The project

The UKRI GCRF Gender, Justice and Security Hub is a multi-partner international project to deliver interdisciplinary research on the challenge of achieving gender justice and inclusive security in conflict-affected societies and connect with leading ambassadors for gender justice to advance sustainable peace. The Hub is led by Professor Christine Chinkin and Dr Kirsten Ainley in the Centre for Women, Peace and Security at the London School of Economics, working with partners around the world. Since the Hub's inception in 2019, research has taken place across six core streams (Transformation & Empowerment; Land, Livelihoods & Rights; Migration & Displacement; Masculinities & Sexualities; Law & Policy Frameworks; Methodological Innovation) in seven focus countries (Afghanistan; Colombia; Iraq; Lebanon; Myanmar; Sierra Leone; Sri Lanka; Uganda). The Hub's work is due to finish on 31st March 2024.

The role

Working closely with the Co-Principal Investigators and relevant Working Groups, the post-holder will play a key role in delivering the Hub's Convention strategy. They will liaise with Co-Directors, Project Partners, and Management, Impact, Communications and Administration (MICA) staff in UK and overseas Research Partner Organisations to research, design, organize and deliver two ambitious multi-day conventions in Hub focus countries, including planning for and managing risks and planning and delivering the logistics of the Convention on the ground.

Conventions are a flagship activity of the Hub and contain varied programmes to promote and facilitate knowledge exchange, research development, capability-building and networking between partners in different contexts and disciplines. The postholder will lead the research and planning for each convention, lead logistics delivery during conventions, including coordinating the rest of the team for support, and conduct follow up tasks including monitoring and evaluation. The postholder will therefore lead on the conceptual design of Conventions as dissemination and knowledge exchange activities; and take responsibility for logistics and program management to deliver Conventions.



Duties and Responsibilities

- Manage Conventions for around 80 attendees, with each Convention lasting 6-10 days across at least 2 sites in the location country (e.g. a capital city and a conflict-affected and/ or rural area).
- Working with Co-Principal Investigators and relevant Working Groups, take responsibility for all aspects of the Conventions including liaison with Co-Directors and Co-Investigators in overseas locations, LSE and regional staff and other Hub stakeholders, organising international travel, booking venues and catering and meals, hotel accommodation, transportation, and other logistical support.
- Working with Co- Principal Investigators, MICA staff and relevant Working Groups, develop a bespoke programme and detailed logistical support for each Convention, with awareness of specific risks and sensitivities in each location, to meet the objectives of the Hub's Convention Strategy.
- Responsible for Convention design as flagship dissemination and knowledge exchange activities that capture the wealth of Hub research.
- Negotiate costs and manage payments with suppliers, undertaking necessary checks and procedures in line with Hub, funder and LSE financial regulations.
- With awareness of LSE and funder requirements and guidance, undertake a comprehensive risk assessment of each Convention, suggesting mitigating measures or making alternative suggestions to ensure Hub objectives can be met and outputs can be delivered.
- Initiate, research and plan additional activities during each Convention, such as film screenings, exhibitions or museum visits, liaising with event speakers and Hub stakeholders, booking venues, preparing and disseminating materials; and engage high-profile external experts (to include academics, policy makers, activists and artists) to contribute to Conventions
- Initiate and develop networking and stakeholder engagement opportunities by co-ordinating with Hub researchers, Hub Champions, local academics, students and activists.
- With the Co-Principal investigators and other colleagues, plan training programmes to be part of the Conventions, as needed.
- With the MICA Team and regional staff, contribute to the development and implementation of the communications and impact strategies around Conventions in each case site, ensuring appropriate external outreach and engagement.
- Manage the budget for the Convention programme and undertake and oversee financial administration, ensuring the overall programme is delivered within budget.
- Review each Convention to determine their impact and the extent to which they deliver on Hub objectives, making recommendations for change as needed
- Generate research outputs for the GCRF Gender, Justice and Security Hub that synthesises the projects' core themes.
- Provide research support, alongside Hub Core team and Stream researchers and partners in identifying major themes as they relate to Gender, Justice and Security, and reflecting these in Hub Conventions and planning.
- Provide research support to topic working groups on developing core outputs
- Contribute to collaborative research design and methods to maximise the reach and impact of the Hub's research and generate sustainable change.

Liaison and networking

- Develop and maintain relationships with Hub members – including researchers and management and administrative staff - in academic institutions and NGOs in the global north and south, and with stakeholders and influencers with the potential to contribute to Hub outputs and outcomes.
- Understand the research and engagement activities taking place within the Hub streams in order to plan outputs and activities.

Teamwork and motivation

- Follow the Hub's Feminist Code of Ethics in all work



- Demonstrate a positive and collaborative approach to working with colleagues in all job types in all locations.
- Maximise the impact of Conventions by motivating and working effectively within diverse Working Groups and teams, including convening and coordinating teams at the Convention sites to successfully deliver the Conventions.

Service delivery

- Review each Convention to determine the extent to which they deliver on Hub objectives, making recommendations for change as needed
- Make recommendations to the Co-PIs, Hub Chief Operating Officer and MICA team to continuously develop and strengthen the Hub Conventions Strategy.

Initiative and problem solving

- Manage a busy and varied workload and prioritise effectively, resolving issues and proposing solutions quickly and professionally.
- Display sensitivity and awareness of the different issues that may arise in different environments, including conflict-affected contexts and take a proactive and practical approach to anticipating and addressing problems.
- Respond to urgent communications on Convention issues.

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Head of Centre.

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.