



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: IGC Senior Programme Coordinator

Department/Division: International Growth Centre

Accountable to: Chief Administrative Officer

Competency	Criteria	E/D
Knowledge and experience	A good general standard of education to degree level (or equivalent)	E
	Experience of leading and managing others including performance and career development	E
	Demonstrable project management skills, and the ability to effectively and efficiently manage the delivery of complex operational processes	E
	Excellent Microsoft Office skills	E
	Strong numerical skills, including in the use of Excel	E
	Experience in working accurately with data, both directly and in oversight of others.	E
	Knowledge of Salesforce or other CRMs and/or grant management systems	D
	Experience of working in an managerial or administrative role in economic research or public policy environments	D
Communication	Undergraduate or higher degree in economics or a related discipline	D
	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Evidence of leading effective meetings	E
	Ability to understand and convey information in a clear and accurate manner in person, by telephone and via email	E



	Evidence of acting as a point of reference for others and fielding enquiries appropriately and efficiently	E
Teamwork and motivation	Demonstrated ability to work as part of a team	E
	Ability to work with limited supervision and use own initiative	E
	Ability to work with a range of teams across a large and complex organisation	E
	Experience of working effectively with, and securing high-level decisions from, senior colleagues and other stakeholders	D
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	E
	Ability to contribute to networking by identifying key people to foster working relationships with.	E
	Ability to work effectively with internationally based teams	D
Planning and organisation	Demonstrated ability to plan and organise own workload and that of others, to consistently meet deadlines, often under pressure.	E
	Evidence of the ability to work independently and proactively as a dynamic self-starter, with minimum supervision.	E
	Evidence of attending to detail while producing timely work within deadlines.	E
	Demonstrated ability to prioritise work given by a number of colleagues.	E
	Experience of identifying areas for improvement, and implementing and monitoring processes to address these.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.