



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: Projects and Fundraising Coordinator

Department/Division: Middle East Centre

Accountable to: Deputy Director

| Competency | Criteria | E/D |
|---------------------------------|---|-----|
| Knowledge and Experience | Experience of research project management in a demanding work environment | E |
| | Knowledge of and keen interest in the field of Middle East studies | E |
| | Professional experience in a higher education or research organisation in the UK | E |
| | Experience of fundraising in a relevant environment | E |
| | Knowledge of the funding landscape for Middle East studies and the social sciences | E |
| | Excellent IT skills | E |
| | Experience of financial administration | E |
| | Experience of writing and editing websites | E |
| | Experience of working with partners in the Middle East | E |
| | Master's degree in a subject relevant to the work of the Centre | D |
| | Experience in outreach and communications | D |
| | Previous experience and knowledge of LSE | D |
| Communication | Excellent verbal communication skills | E |
| | Experience of interacting effectively in a wide variety of environments and with a wide variety of people | E |



| | | |
|--|--|----------------------------|
| | <p>Proven ability to write, design and edit written communications to very high standards in varying formats</p> <p>Knowledge of Arabic</p> | <p>E</p> <p>D</p> |
| Initiative and Problem Solving | <p>Examples of using own initiative and creativity</p> <p>Evidence of ability to anticipate problems and propose solutions with varying levels of supervision</p> <p>Experience of dealing with politically sensitive problems</p> | <p>E</p> <p>E</p> <p>D</p> |
| Planning and Organising Resources | <p>Experience of working within a busy environment and meeting tight and demanding deadlines</p> <p>Proven ability to manage a heavy and varied workload through excellent organisations skills and attention to detail</p> | <p>E</p> <p>E</p> |
| Liaison and Networking | <p>Ability to deal with internal and external contacts to high professional standards</p> <p>Potential to expand relationships of value to the centre's development</p> | <p>E</p> <p>E</p> |

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

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