



## 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:** IGC Programme Coordinator

**Department/Division:** International Growth Centre  
**Accountable to:** IGC Senior Programme Coordinator

### Job Summary

The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through path breaking research. The IGC is a global research centre with a network of world-leading researchers and a set of country teams across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, the IGC is majority funded by the UK Foreign, Commonwealth and Development Office (FCDO).

IGC Programme Coordinators play a central role in ensuring the smooth running of the IGC focusing on coordinating research projects from initiation and contracting to monitoring against work plans, completion and dissemination.

### Duties and Responsibilities

#### Programme Coordination

- Provide programme coordination for IGC funded projects using a Salesforce-based management system (SPEAR).
- Coordinate the preparation (including review of project proposal and budget), set-up, due diligence and contract generation (using DocuSign) of IGC funded projects, events, and workshops, ensuring activities demonstrate value for money.
- Monitor progress of activities against agreed work plans, working with hub, country teams and contracted parties to ensure timely submission of outputs and project/activity delivery.
- Manage and issue contractual amendments throughout the life cycle of project/activity, including budget, output and timeline amendments.
- Ensure submitted outputs and fees are approved and maintained to enable timely payments.
- Review final financial statements against actual spend to enable final payments, seeking the appropriate level of approval for any discrepancies.
- Contribute to the preparation of reports on the performance of assigned portfolios, for monitoring, evaluation and learning purposes, both internal and external, including for external evaluators and funders (e.g.log frame indicators, KPIs and other metrics).
- Ensure that SPEAR ,relevant databases, spreadsheets and reporting forms are completed and accurately maintained.

#### Other

- Where applicable, in line with team strategic objectives, assist in the development of opportunities and undertake activities to support the IGC Hub and Country teams and Heads of Initiatives to leverage cross IGC expertise and specific funder related activity.
- Providing administrative support to the IGC programme, for both London hub and internationally



based IGC colleagues.

- Play a key role in facilitating good working relationships and being a key point of liaison with a range of internal colleagues and external researchers and managing institutions.
- Proactively engage in improving hub processes, including working to ensure value for money gains from the implementation of new management tools and automated workflows.
- Contribute to the IGC Operations Manual updates (including guidance on all hub processes) for reference by IGC staff globally, and to ensure its dissemination and accessibility.

### **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.

For its part, under its Flexible Working Policy, LSE is committed to the promotion and advancement of equality of opportunity for all employees. It also recognises the positive impact that flexible working can have on an individual, their wellbeing, engagement and productivity, which is reflected in this policy.

### **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.