



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: Senior Programme Manager, Programme for African Leadership

Department/Division: Firoz Lalji Institute for Africa
Accountable to: Institute Manager & Director

Job Summary

The Programme for African Leadership (PfAL) is an extra-curricular programme focused on leadership development, skills development, and networking, available to graduate students of African nationality currently studying at LSE. The programme consists of a structured set of activities and events throughout the academic year, which aim to educate, challenge, and inspire students and provide an opportunity for them to reflect on their own development as future leaders of African organisations and communities. The programme requires a dynamic senior manager who has experience working and living in Africa, a thorough understanding of contemporary African socio-political issues and a passion for development in Africa.

This position requires a person who is experienced in the areas of community engagement, leadership, instructional design, and event organisation. In addition, the person must be an expert communicator across a variety of platforms, from writing to public speaking. The post holder will manage and be responsible for all aspects of the programme and student experience, from recruitment and admission through to graduation, alumni relations and community building. They will be tasked with designing and tailoring the programme to the learning objectives and outcomes set by the needs of the students and the strategic aims for PfAL. The post holder will also be expected to lead on the strategic development of the programme as it continues to grow from 80 to 100 students per year and a growing alumni network of 520 people and counting. The post holder will also be responsible for maintaining and building networks with interested parties and alumni.



Duties and Responsibilities

Strategic Programme Implementation and Management Responsibilities:

- Taking a lead on refining and developing the strategic goals and objectives of the programme.
- Translating relevant goals and objectives in PfAL's strategic plan into specific outcomes and targets.
- Establishing, adapting, and implementing policies and procedures required for the smooth running of the programme.
- Taking a lead when appropriate in writing relevant articles and reports related to the programme.
- To be proactive in the programme's support for students, mentors, teachers, and speakers who participate in the programme.
- To provide support, guidance, and pastoral care to students and, in some cases, where standard procedures do not exist.
- To lead on the production, provision, and delivery of welcome and programme materials (including student handbook) to students in a timely manner and within budget and to deliver a comprehensive Orientation for the students and liaise with relevant LSE divisions as necessary.
- To plan and negotiate LSE faculty involvement in teaching the programme.
- To provide expertise and professional support service to all faculty and students during the year, including mediating student questions and advising on programme matters.
- To oversee student evaluations, collate results from student surveys and feedback the results to the Institute's senior leadership team.
- To maintain a critical eye on accuracy and to edit, proofread and circulate documentation as required to both internal and external stakeholders.
- Line managing the PfAL programme officer, this will include conducting regular performance development reviews, holding regular meetings, dealing with any issues of concern and adhering to the School policies e.g. relating to annual leave or sickness absence.
- Overseeing the PfAL officer's career development, including guiding them to training and development opportunities and assisting them with skills development.
- To act as deputy for the FLIA Institute Manager in cases of illness or absence.
- To take responsibility for implementing LSE's Health and Safety policies in the event of the Institute Manager's illness or absence.
- To carry out any administrative responsibilities assigned by the Institute Director or Institute Manager, ensuring the full provision of office services to the programme.
- To serve as a key interface, with decision-making rights and responsibilities, between the applicants/students and academic faculty.
- To carry out donor relationship management with senior members of LSE PAGE, including meeting with donors and delivering progress reports for the programme.
- To participate in setting strategy focused on high level LSE alumni donor engagement.
- To participate in and support race equity policy discussions at LSE, as a representative of the university's largest Black and African community.
- Informing LSE policy on issues of race equity, decolonisation, and structural discrimination.
- Represent the FLIA as an EDI representative and report on EDI initiatives and issues.



- Provide training and onboarding for new members of the FLIA.
- Provide pastoral care and support for colleagues at the FLIA, including field researchers and officers.
- Provide staff cover and capacity support during periods of understaffing.

Admissions Responsibilities:

- Developing an integrated admissions process from initial inquiry to admission, including dealing with a range of applicant queries and providing accurate, helpful and consistent guidance.
- Assessing and selecting potential PfAL students from a competitive pool of candidates.
- Managing the recruitment and admission of PfAL students by working directly with the Graduate Admissions office.
- To coordinate and work effectively with a wide range of divisions across the school to support the programme throughout the year, such as LSE Careers, LSE Enterprise, and LSE Page.
- Planning and hosting the programme welcome event each September.
- Being an active member of the Institute's senior leadership team.

Programme Development:

- To support the achievement of the core objectives for the programme.
- Planning and leading the facilitation of relevant workshops, debates, and similar events.
- To lead teaching sessions and help design course materials.
- Mobilising PfAL students to take part in events and becoming actively involved in the programme throughout the year and the network after graduation.
- Fostering a sense of community among the programme students and those who support the programme.
- Developing an inclusive pedagogy for teaching African specific leadership to a diverse community of Black and African students and alumni.
- Developing and managing relationships with external trainers, mentors and academics to deliver high quality taught content for PfAL students.
- Being responsible for PfAL student experience across the university, including addressing and supporting students in cases of racial, gender or sexual identity discrimination from peers or LSE staff.
- Initiating and sustaining links with external bodies.
- Building and maintaining relationships with funding partners and potential partners to foster opportunities for collaboration.
- Working with LSE Page to actively raise funds for PfAL MSc scholarships.
- Assisting in developing content for the PfAL communication channels, such as the website, Facebook, annual report, newsletter, LinkedIn and Twitter.
- To proactively look for ways for alumni to become involved in the Institute's broader activities.
- To support students and alumni with career development and guide them to opportunities for employment.
- Developing and implementing the alumni network activities on the continent, such as designing and organising yearly regional meetups and workshops.
- Developing and refining evaluation mechanisms for the alumni network engagement and ensuring strategic aims align with the needs/desires of the network.



- Designing, developing, and implementing a Careers Support programme, building relationships with the LSE Careers Team, academics and external organisations to facilitate a high-level provision of careers support and events for students.
- Contributing actively to the wider activities of the Institute.
- Contributing creative solutions to programme challenges.
- To develop partnerships with external public and private organisations including academic partnerships between PfAL, FLIA and African universities, potential employers of PfAL students and graduates and academics to deliver PfAL content.
- To run annual PfAL townhalls to discuss and engage with students on their experience of studying at LSE and provide guidance and advice to colleagues based on student experience.
- To manage and develop the PfAL Mentorship Initiative which pairs groups of PfAL students with PfAL alumni as mentors.
- To support and develop the PfAL Policy Working Group, an initiative to include Black and African PfAL alumni in policy making decisions at the university.

Financial Responsibilities:

- Being responsible for setting and managing PfAL expenditure.
- Being responsible for the PfAL spending card, tracking expenses and consolidation.
- Managing PfAL's budget and aligning it to the FLIA's strategic outcomes.
- Organising local and international conferences, seminars and workshops within agreed budgets, with a particular focus on the LSE Africa Summit and PfAL Forum.
- Managing the yearly programme and events budget and ensuring compliance with the School's financial procedures.
- Ensuring all spending meets the budget set out at the start of each programme year.
- To use discretion and judgement in the allocation of the budget to cover all expenditure associated with the delivery of the programme.
- To identify areas when expenditure can be reduced and areas where money can be invested to aid programme development.
- Reporting regularly on the financial status of the programme to the Institute Manager and Director.
- To assist with the annual budget review and forecasting process for the programme.

The appointee will be expected to play an active intellectual role in the Firoz Lalji Institute for Africa and to contribute to new initiatives as they develop. Other responsibilities are to be assigned as needed. The post holder must be flexible to work evenings and weekends when programme events are scheduled. Some travel will 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.