



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: Africa Engagement Programme Manager

Department/Division: Firoz Lalji Centre for Africa **Accountable to:** Centre Manager

About Firoz Lalji Centre for Africa

The Firoz Lalji Centre for Africa (FLCA)'s role at the LSE is to strengthen LSE's long-term commitment to placing Africa at the heart of understandings and debates about global issues. FLCA works to forge new links with African scholars and institutions and increase the visibility of Africa in the LSE's teaching, research and policy engagement. Furthermore, FLCA is growing rapidly. The growth since its establishment four years ago has led to the transformation of the Centre operating with only five staff members to a large Centre operating with twenty-two staff members. FLCA currently hosts three defined and expanding programmes: the Programme for African Leadership (PfAL), the FLCA Events programme (including the annual Africa Summit), and the research programme (largely focused on African research). FLCA is now developing a fourth programme and is looking for a dynamic individual who can support the programme's development and spear head our Centre's engagement on the African continent.

Job Summary

The Firoz Lalji Centre for Africa is developing a new African Engagement Programme (AEP). The programme will be central to developing and furthering the Centre's relationships with prospective employers, donors and universities on the African continent, with a view of building strategic partnerships that generate opportunities for PfAL graduates, support the creation of the African Research Fellowship programme at FLCA, and raises further funding to support the Centre's activities. Additionally, the post-holder will work with the PfAL team to support the growing PfAL network on the continent by strengthening connections across the country groups through tailored communications and events.

In order to create and move forward the African Engagement Programme at FLCA, the Centre is recruiting a dynamic engagement manager to manage the programme. This role will advance focussed partnerships on the African continent with employers, academic institutions, and private and public donors and partners. The post holder will have experience working with private and public sectors in Africa, held a combination of fundraising/sponsorship, recruiting and relationship building roles, have the ability to work and travel independently, and able to cultivate relationships with prospective partners. Furthermore, the post-holder will build collaborations with African academics and post-graduate students to advance the African Research Fellowship programme. The ideal candidate will possess the ability to foster a shared sense of purpose with a diverse range of stakeholders, understand organisational needs and have a passion for African development and possess excellent communication and influencing skills.



Duties and Responsibilities

As the manager of the African Engagement Programme (AEP) at FLCA, you will be responsible for managing the development of a brand new programme at the Centre working closely with the Programme for African Leadership (PfAL) team, the Centre Manager and Director to implement the strategy and vision for the programme. A growing demand on the Centre is to support PfAL graduates with job searches, applications and recommendations of prospective employers to apply to in difficult and competitive job markets. The AEP will be designed to create strategic partnerships with employers in the private and public sectors that generate opportunities for PfAL graduates through internships, graduate and entrepreneurship schemes, fellowships and academic offerings. Furthermore, AEP projects will incorporate meeting with interested donors who would like to support the Centre activities and/or collaborate on initiatives. The post-holder will also be responsible for connecting with academic institutions on the African continent with advice from the Centre's academic staff to help create collaborations for the research programme and the African Fellowship programme.

Knowledge and experience

- Drawing upon knowledge of the African job market and your awareness of what the constraints and opportunities are to forage new partnerships in the private and public sectors
- Work closely with LSE Career advisors to help tailor their career support options for graduates returning or going to the African continent and entering into the job market
- Undertake overseas travel to meet and work with partners and to establish new relationships
- Correspond and meet with the PfAL graduates to strengthen the PfAL network across countries and support employment initiatives where possible
- Drawing upon knowledge and experience of the higher education sector across Africa, you will be required to meet academics and post-graduate students who are interested in collaborating with the Centre's research programme

Communication

- Ability to guide and support current PfAL students and the wider network of graduates in their search for entry-level positions in Africa
- Effectively connect graduates with prospective employers in Africa and sponsorship programmes
- Participate in the annual PfAL careers workshops and chair the panel discussion on career development post-graduation
- Effectively communicate with the School's Divisions and Departments to encourage participation in the engagement activities wherever possible
- Have an awareness of the current issues and constraints relating to graduate employment and sector development where PfAL graduates are working on the continent and beyond
- Regularly update the PfAL manager, Centre Manager and Director on partnership progress and PfAL network development
- Work with Advancement to develop appeals for funding for the PfAL programme and network development
- Work closely with Alumni Relations to follow-up with LSE graduates on the continent with a view of informing them about the important work of the Centre and the PfAL programme

Teamwork and motivation

- Manage the relationships and communications with business partners, the PfAL staff and the wider Centre
- Lead in managing the facilitation of relationship building, collaboration and knowledge exchange between the Centre and Universities in Africa



- Help promote Centre events and activities at LSE and on the African continent

Liaison and networking

- Develop appropriate employer contacts through regular meetings with LSE Careers and current and prospective employers in Africa
- Work with Alumni Relations and Advancement to develop and follow-up with graduates on the continent who may have an interest in getting involved and/or supporting the Centre
- Liaise with LSE careers, academic departments, the Student Union and Alumni office about career services and graduate opportunities and inform them about challenges graduates are facing on the African continent and offer solutions and opportunities when available
- Keep consistent interest and contact with the PfAL alumni network to generate content for PfAL news and build links across the network whenever possible
- Play a key role in fundraising, developing and supporting the biennial PfAL Forum

Service delivery

- Work with LSE Careers and the Alumni office to create sponsorship arrangements with prospective employers in the private, government and public sectors
- Identify employment needs and training for the PfAL students and network and liaise with LSE careers and partners to discuss appropriate ways of navigating these challenges
- Promote employer activities to PfAL students and graduates
- Respond promptly to PfAL network queries and requests for support

Planning and organising resources

- Establish reporting systems and procedures for tracking progress of partnerships, placements, collaborations and sponsorships
- Keep contact lists up-to-date and work with the Centre's communication team develop regular Centre up-dates to the collaborators and employers through the newsletter and social media updates
- Manage contracts and collaboration agreements with partners and sponsors
- Implement a reporting system with the graduates to track and monitor the progress within their new placements
- Foster creative approaches to evolve and expand the depth and variety of opportunities with new employers
- Role holder may be required to line manage part-time and temporary staff during busy periods
- In consultation with the Centre Manager and PfAL Manager, develop strategies to improve connections and opportunities with employers and prospective employers in Africa

Investigation, analysis and research

- Identify and research new industries, employers and sponsors that may have an interest in PfAL graduates and engaging with the Centre
- Identify African institutions that are working on topics and initiatives that are relevant to the work the Centre is doing and make introductions with the view to spark collaborations
- Identify prospective funding opportunities to support Centre programme activities and developments

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.