



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: Impact Manager

Department/Division: UKRI GCRF Gender, Justice and Security Hub, Centre for Women, Peace and Security **Accountable to:** Hub Chief Operating Officer

Job Summary

About the Hub

The UKRI GCRF Gender, Justice and Security Hub is a 5-year multi-partner international project to deliver interdisciplinary research on the challenge of achieving gender justice and inclusive security in conflict-affected societies and connect with leading ambassadors for gender justice to advance sustainable peace. The Hub is led by Professor Christine Chinkin in the Centre for Women, Peace and Security at the London School of Economics and Political Science, working with partners around the world.

The role

The postholder will play a vital role in the development and management of knowledge exchange, stakeholder engagement and impact processes to maximise the influence of Hub research. They will develop the Hub's Impact strategy, in line with the Hub's Theory of Change, and impact monitoring and evaluation procedures. They will also contribute to building the monitoring, evaluation and learning capabilities of Hub members – researchers, practitioners, and project delivery staff around the world.

A primary role of the postholder is to design, organise and manage an ambitious programme of multi-day Hub Conventions. The first Convention (already planned) will be in Sri Lanka in January 2020; subsequent conventions will take place in or close to focus countries of Afghanistan, Colombia, Iraq, Lebanon, Sierra Leone, Uganda, and in Northern Ireland. Conventions are a flagship activity of the Hub and contain varied programmes to promote and facilitate knowledge exchange, research development, capability-building and networking between partners in different contexts and disciplines. They will attend each convention to ensure it runs smoothly, and conduct follow up tasks including monitoring and evaluation.

Working closely with the Deputy Principal Investigator and relevant Working Groups, the post-holder will play a key role in implementing the Hub's Impact and Convention strategies. They will liaise with Co-Directors, Project Partners, and Management, Impact, Communications and Administration (MICA) staff in UK and overseas Research Partner Organisations in providing high quality design, planning and organisational, risk and logistical management of the conventions, including trainings, stakeholder and influencer engagement, and public events.

The balance of time spent of Conventions and other impact development work will vary according to the Conventions cycle. The postholder will be required to manage this balance and plan their work accordingly.



Duties and Responsibilities

- Lead on the development and implementation of a strategic approach to generating, monitoring and evaluating impact, in alignment with the Hub Theory of Change and the Global Challenges Research Fund outcomes.
- Support research stream Co-Directors and Co-Investigators in developing and fulfilling appropriate research impact strategies for their stream and projects.
- Create and implement advisory and support mechanisms for Hub members including guidance in identification, communication and delivery of impact.
- Develop mechanisms to track, measure and evaluate progress towards impact across the Hub.
- Develop productive relationships with Hub members in academic institutions and NGOs in the global south and north and with stakeholders and influencers with the potential to advocate on the Hub's behalf.
- Manage Conventions that will vary in size from between 30-80 attendees, with each Convention lasting 5-12 days across at least 2 sites in each location country (e.g. a capital city and a conflict-affected and/ or rural area).
- Working with Deputy Principal Investigator and relevant Working Groups, take responsibility for all aspects of the Conventions including liaison with Co-Directors and Co-Investigators in overseas locations, LSE and regional staff and other Hub stakeholders, organising international travel, booking venue and catering and meals, hotel accommodation, transportation, and other logistical support.
- Negotiate costs and manage payments with suppliers, undertaking necessary checks and procedures in line with Hub, funder and LSE financial regulations.
- Working with Deputy Principal Investigator and relevant Working Groups, develop a bespoke programme and detailed logistical support for each Convention, with awareness of specific risks and sensitivities in each location.
- With awareness of LSE and funder requirements and guidance, undertake a comprehensive risk assessment of each Convention, suggesting mitigating measures or making alternative suggestions to ensure Hub objectives can be met and outputs can be delivered.
- Initiate, research and plan additional activities during each Convention, such as film screenings, exhibitions or museum visits, liaising with event speakers and Hub stakeholders, booking venues, preparing and disseminating materials.
- Initiate and develop networking and stakeholder engagement opportunities by co-ordinating with Hub researchers, Hub Champions, local academics, students and activists.
- With the Deputy Principal investigator and other colleagues, plan training programmes to be part of the Conventions, as needed.
- Manage the budget for the Convention programme and undertake and oversee financial administration, ensuring the overall programme is delivered within budget.

Liaison and networking

- Develop and maintain relationships with Hub members – including researchers and management and administrative staff - in academic institutions and NGOs in the global north and south, and with stakeholders and influencers with the potential to contribute to Hub impact
- Maintain a detailed knowledge of research and engagement activities taking place within the Hub streams in order to plan Convention programmes and advise on pathways to impact.
- Engage and influence high-profile external experts (to include academics, policy makers, activists and artists) to contribute to Conventions and other impact activity.
- Establish and maintain external networks for benchmarking and sharing good practice in knowledge exchange and impact.

Teamwork and motivation

- Demonstrate a positive and collaborative approach to working with colleagues in all job types in all locations.



- Maximise the impact of Conventions by motivating and working effectively within diverse Working Groups and teams, including convening and coordinating local teams to successfully deliver the Conventions in country.
- Convene teams of colleagues with different roles across multiple locations for successful knowledge exchange, and delivery of impact activity beyond the Conventions.
- Take responsibility for ensuring information and updates about impact activities are disseminated and that stakeholders are consulted at appropriate times.
- Advise on and support knowledge exchange and impact-related activities across the Hub.
- Participate in LSE's Impact Forum, which brings together professional services staff tasked with supporting the delivery and/or documentation of research impact.
- Contribute to LSE activities designed to more fully and deeply embed understanding of impact across the School and throughout the research lifecycle.
- Create or participate in a network of research impact managers from other GCRF Hubs to stay up to date with developments in the field and sector.

Service delivery

- Devise and implement monitoring and evaluation processes and systems to document the impact associated with specific Hub projects or activities
- Provide advice and training to Hub members (academic researchers, practitioner and professional services staff) on how to achieve and track impact
- Review each Convention to determine their impact and the extent to which they deliver on Hub objectives, making recommendations for change as needed
- Make recommendations to the Deputy PI, Impact Working Group and Hub Chief Operating Officer to continuously develop and strengthen the Hub pathways to impact

Initiative and problem solving

- Manage a busy and varied workload and prioritise effectively, resolving issues and proposing solutions quickly and professionally.
- Display sensitivity and awareness of the different issues that may arise in less developed environments and often conflict-affected contexts, (including the difference between urban and rural locations in any given case site) and take a proactive and practical approach to anticipating and addressing problems.
- Review and track developments in knowledge and practice related to the achievement of research impact, including all aspects of the process (planning for impact, implementation, monitoring and evaluation)
- Proactively design events and source potential speakers for the Conventions, including initiating creative collaborations.
- With the Communications Manager and regional staff, contribute to the development and implementation of a communications strategy around Conventions in each case site, ensuring appropriate external outreach and engagement.
- Lead in mapping Convention outputs and work with other Hub staff to maximise knowledge exchange through the Conventions.
- Respond to urgent communications on Convention issues proactively and positively and, where necessary, make recommendations to colleagues.
- Create, monitor and manage a detailed risk register for each Convention, anticipating issues and ensuring risks, including those concerning safety and security, are mitigated and dealt with appropriately.

Flexibility

The postholders will be expected to work abroad during the duration of the Conventions and where necessary to undertake overseas site visits to assist in planning the Conventions. 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](#)

The postholder is also obliged to act in accordance with the Hub's Ethics Policy and Safeguarding Principles.

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.