



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: Administrator

Department/Division: International Inequalities Institute, Atlantic Fellows Programme
Accountable to: AFSEE Executive Director

Job Summary:

Based in the International Inequalities Institute (III) with the Atlantic Fellows programme for Social and Economic Equity (AFSEE), the Administrator will provide high-level and comprehensive support to the programme's core operations, with responsibilities spanning governance and general administration through to event delivery.

Atlantic Fellows are activists, practitioners and researchers from around the world committed to understanding and challenging the root causes of global social and economic inequalities. AFSEE provides a context designed to support Fellows in exploring new challenges in their social change work in ways that enhance and extend their impact.

The Administrator will be integral to the effective functioning and overall success of the Atlantic Fellows programme. The post holder will work closely with all members of the AFSEE team through coordinating administrative systems and processes and providing logistical support to our events as well as targeted support to the Director.

The post holder will be expected to provide an excellent level of service and professional support to meet School and stakeholder expectations of this unique flagship programme.

Duties and Responsibilities

Planning and Organisation

- Ensure the smooth and effective functioning of the programme through managing the programme's working procedures and operations, initiating and implementing revisions to systems and processes, and ensuring compliance with LSE policies on areas such as finance, data protection and health and safety.
- Support the Director with the human resources function of the programme: coordination of recruitment and induction/on-boarding processes, processing and monitoring of contracts and timesheets, updating and development of relevant policies and practices, preparation and renewal of job descriptions.
- Support AFSEE governance systems, by servicing the AFSEE Board and relevant committees by scheduling meetings, taking minutes, preparing and circulating documents under the guidance of the Director and addressing other needs as they emerge.
- Manage the digital infrastructure of the programme, coordinating functions related to: IT systems (Salesforce and other platforms), maintenance, upgrades and arranging tech support, data storage



and filing, collation and analysis of data, development of policies and practices to ensure the team actively uses and maintains IT systems for their respective areas.

- Provide support to budget/financial systems and processes, including, invoice and expense processing, budget monitoring and reporting, contracts with partners and suppliers.

Service Delivery

- Provide logistical support to event design, organisation and delivery, particularly in relation to our Global Engagement and Impact portfolio directed to our Senior Fellows (alumni) community: Policy for Equity module and alumni gatherings including those held off-site, and public events such as panels, conferences, roundtables and seminars. This includes liaising with the School's PLP team and any external partners, organising room bookings, catering, AV needs, travel, accommodation, material preparation, Moodle, on-site support including trouble-shooting and problem-solving.
- Provide administrative support to the Executive Director with: diary management; travel arrangements; meeting support (room bookings, catering/refreshments, minute taking etc.); fielding meeting requests and general enquiries; processing reimbursements.
- Provide general administrative support to the programme: supporting the processing of contracts with suppliers, partners, academic and other staff as required; developing and managing office storage, record-keeping and filing systems for documents, correspondence, emails and electronic files; making arrangements for team meetings (scheduling, room bookings, catering/refreshments, AV, minutes etc.); coordinating and supporting team travel; managing office space issues e.g. maintaining communal areas, ordering stationary and consumables, distributing post, Estates matters, allocation and renewal of keys, updating notice boards.
- Manage the in-house contact database system, routinely inputting and checking data quality on databases, gathering data systematically and ensuring that mailing lists are maintained and kept up-to-date.
- Ensure a high level of service is provided to all visitors to the programme, ensuring all arrangements for visits/meeting are made i.e.: meeting and greeting, providing refreshments.
- Identify ways to improve the quality of administration within the programme, working closely with colleagues to develop efficient administrative systems and actively seeking and acting upon feedback on administrative systems.
- Maintain an awareness of key projects, tasks and events to assist with planning and administration.
- Show initiative, flexibility and creativity in solving problems within own area of responsibility when they arise.
- Handle and resolve less routine issues and problems that may arise with in connection with the programme, including providing cover in the absence of colleagues.
- Undertake any other duties at the request of the Director.

Communications and Relationship Management

- Develop strong working relationships with a wide range of internal and external contacts to ensure a timely flow of information between the Director, the AFSEE team, III and LSE staff and other stakeholders.
- Cultivate positive relations with Atlantic Fellows and colleagues from across the global Atlantic Fellows network, actively contributing to cross-programme working groups and sharing best practice as relevant.
- Develop systems and processes to ensure the effective flow of information and communication within AFSEE with the III and other key stakeholders.
- Respond flexibly and pro-actively to requests for information or assistance from internal and external stakeholders, referring them to relevant colleagues or answering on the post-holder's own initiative where appropriate.
- Maintain confidentiality and a high level of discretion at all times.
- Coordinate and work effectively with a wide range of divisions across the School to support the programme, such as Finance, Human Resources, ARD, etc.



- Receive, understand and convey complex oral and written information to a wide range of contacts (e.g. high profile academics, senior administrative officers, external stakeholders, academic visitors and students), taking into account what to communicate and how best to convey the information to others with reference to AFSEE.

Teamwork and Motivation:

- Take an active role in promoting a thriving, collegial and collaborative culture of team work, shaping processes that facilitate positive working relations and a coherent way of working.
- Work collaboratively and effectively to shared goals with other members of the team, as well as other staff from across the School.
- Understand co-workers' roles and pressures and offer support, advice and assistance when possible.

Flexibility:

- Anticipate problems that may arise and prepare for them.
- Some working outside of standard office hours, for example evenings and weekends, for events, receptions etc. may be required.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.