



## 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:** Global Network Officer

**Department/Division:** International Inequalities Institute    **Accountable to:** Deputy Director, Atlantic Fellows for Social and Economic Equity programme

### Job Summary:

The Global Network Officer will be responsible for developing and delivering a global engagement and network strategy directed towards life-long (alumni) [Atlantic Fellows for Social and Economic Equity \(AFSEE\)](#). The post-holder will apply creativity and imagination in animating a dynamic, global network of Atlantic Fellows, ensuring that the network enriches the capacities and impact of Atlantic Fellows, particularly in their continued evolution as global social change leaders at the forefront of challenging inequalities. The aim of the role is to cultivate a vibrant Atlantic Fellows community that continues to grow and thrive beyond the completion of the initial Fellowship experience, ensuring that Fellows remain connected with each other and the International Inequalities Institute (III) and develop links with new cohorts of Fellows.

We are looking for a driven and inspiring individual with experience in building meaningful relationships across global networks, particularly at the intersection of social movements, civil society and academia. Ideally, you will have a good understanding of global inequalities, of trajectories for social change and be attuned to the needs of leaders who are working to bring about a more equitable and just world. You will have experience in designing intellectually stimulating and transformative experiences that transcend a range of disciplines, allow for horizontal learning and peer-to-peer exchange and that connect to practical outcomes.

Working closely with the AFSEE programme team based at LSE's International Inequalities Institute, the Global Network Officer will be responsible for all aspects of relationship management, communications and events directed towards the life-long Atlantic Fellows alumni community. The Global Network Officer will support the continued development of Fellows by implementing a coordinated communications and events programme that mobilises and harnesses the full potential of the Atlantic Fellows community in advancing the overall vision of the programme.

### Duties and Responsibilities

**The key duties associated with this part-time post are as follows:**

#### Planning and organising

- To develop a comprehensive strategy for the life-long network of Atlantic Fellows in Social and Economic Equity, that will both reflect and help fulfil the broader vision and impact agenda of the Atlantic programme, and to harmonise related activities across global Atlantic programmes
- To proactively approach the role and use own initiative and imagination to animate the community of Fellows, while nurturing a collaborative culture
- To develop and pursue methods to understand the needs and interests of life-long Fellows, ensuring that programmes reflect their priorities and shared goals



- To work closely with and provide support to life-long Fellows in designing, planning and producing joint initiatives and events, and in establishing and managing affinity groups or clusters that contribute to network-building
- To take the lead on facilitating the participation of life-long Fellows in the III Annual Conference, and in other Atlantic programme events as appropriate, crafting agendas and activities that enable meaningful forms of engagement within the context of such events
- To develop systems and metrics to monitor the progress of the network strategy, ensuring that it is responsive to Fellows' needs and priorities, producing reports and analysis, suggesting and enacting improvements to the strategy
- To produce regular reports documenting progress, providing updated profiles, and offering recommendations for the future

### **Communications**

- To infuse the life-long Fellows' communications platform with stimulating, powerful and relevant content that reflect and respond to their areas of common interest
- To produce and generate stories, case studies and related content that capture, reflect on and share the progress and impact of life-long Atlantic Fellows in ways that allow Fellows to continue to learn from and with each other
- To inspire, activate and host online and offline discussions among Fellows
- To develop and maintain an effective and vibrant life-long Fellow web presence, particularly through social media networks, utilising Facebook, LinkedIn, Twitter and other sites as appropriate
- To lead on the development, implementation and upgrading of communications platforms serving the global network (IT and otherwise)
- To produce all alumni-related material for the web site and social media sites, including the production of alumni newsletters, brochures and external stories, ensuring that relevant websites are kept fully up to date with event write ups, profiles and news
- To coordinate the production and mailing of all alumni print communications
- To respond promptly to all telephone, mail and email communications from alumni; recording all correspondence with alumni on the database and keeping records up to date

### **Liaison and networking**

- To develop and maintain strong relations with Fellows, initiating and sustaining contact across all cohorts, developing buddying arrangements and serving as the primary port of call for all life-long Fellows
- To foster links between Fellows from AFSEE and those from programmes within the broader [Atlantic Fellowship community](#)
- To encourage and promote positive, mutually beneficial relations among Fellows, and between the Fellows and the Programme

### **Service delivery**

- To design and implement a coordinated programme of alumni events and produce an annual events schedule for alumni, integrated with other Atlantic events
- To ensure that the Fellows as well as LSE and Atlantic partners are engaged and informed about alumni activities and that those reflect the goal and aims of the wider Atlantic programme
- To provide support to life-long Fellows who are arranging activities or establishing/managing affinity groups
- To carry out all administration associated with alumni and alumni communications and events, including those taking place outside the UK
- To update and maintain systems that enable the tracking of Fellows' progress, including designing and administering questionnaires and maintaining databases
- To provide, manage and maintain updated and accurate Fellow data
- Overall maintenance and development of the Fellow database, adhering to all relevant Data Protection legislation
- To provide occasional programme and administrative support to the Atlantic Fellows programme with the organisation of public and Fellow-related events



### **Teamwork and motivation**

- To work closely with the AFSEE Communications Officer and Programme Coordinator, as many aspects of this role will require teamwork and coordination with those portfolios
- To actively contribute to the Programme Team and the Institute's wider programme and administrative team
- To work closely with counterparts at the Atlantic sister programmes as well as our nodes and partners
- To liaise with a wide range of departments/divisions across the School, including but not limited to, the Student Services Centre, Alumni Office, Conferences, etc.

### **Flexibility:**

- Some weekend and evening work will be required during orientation, events, modules
- Some travel to visit alumni and attend alumni events outside the UK will be required

### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

### **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.