



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: Programme Manager (Global Engagement and Impact)

Department/Division: International Inequalities Institute

Accountable to: Director, Atlantic Fellows for Social and Economic Equity programme

Job Summary:

The Programme Manager (Global Engagement and Impact) will promote the global engagement and impact of Atlantic **Senior** Fellows in Social and Economic Equity and our programme by providing operational, programmatic and strategic support to the programme, with specific responsibilities for Senior Fellow engagement (alumni), content and communications and overall planning.

The Programme Manager will be responsible for all aspects of relationship management, communications and events directed towards the Atlantic Senior Fellows community, and will lead in implementing and continuously improving a global engagement and impact strategy. The post-holder will apply creativity and imagination in nurturing an active and engaged community of Senior Fellows, by understanding and being responsive to their priorities as social change leaders at the forefront of challenging inequalities. The Programme Manager will design and implement a coordinated communications, outreach and events schedule, develop innovative opportunities for ongoing professional development and track and share the evolution and successes of Senior Fellows over time. The Programme Manager will work closely with the AFSEE team based at LSE's International Inequalities Institute, as well as with the Atlantic Institute and other global partners to support the continued development of Fellows.

Duties and Responsibilities

The key duties associated with this post are as follows:

Planning and organising

- To deliver and continuously improve a global engagement and impact strategy for the Atlantic Senior Fellows in Social and Economic Equity, reflecting the broader vision of the Atlantic programme, and to harmonise related activities with and across different Atlantic programmes and the Atlantic Institute
- To design and deliver community-building programming and events as part of the Fellowship experience which reinforce the vision and value of the programme
- To lead on the design and delivery of innovative Senior Fellow learning experiences that advance and harness insights from LSE/III research and expertise with Fellows' projects, leadership and impact.
- To conceptualise and deliver high-impact events such as the Fellows' Days and other points of connection for Senior Fellows
- To lead on the Action for Equity Award, designing and implementing a strategy that corresponds to the programme's core objectives
- To foster partnerships and networks that support the strategic aims of the Lifelong Engagement Strategy



- To facilitate the participation of alumni in III/AFSEE events, and in other Atlantic programme events as appropriate
- To work closely with alumni in designing and producing events, both in and outside the UK, that contribute to network-building, and that extend the impact of Atlantic Fellows
- To support the development and implementation of systems to measure and track the success of the AFSEE programme, with a focus on our external impact as a programme and through our Senior Fellows
- To set up and maintain systems that enable the tracking of Senior Fellows' progress, including designing and administering questionnaires and databases
- To produce regular reports, documenting progress, providing updated profiles, and offering recommendations for the future
- To line-manage programme staff responsible for delivering the Lifelong Engagement Strategy

Service delivery

- To act as a first point of contact on all matters pertaining to Senior Fellow engagement, interfacing with the Atlantic Institute to ensure alignment
- To implement, attend and maintain a coordinated programme of alumni events and produce an annual events schedule for alumni, integrated with other Atlantic events
- To carry out all routine administration associated with alumni and alumni events, including those taking place outside the UK
- To ensure all events are publicised to alumni, in liaison with the Communications Officer
- To provide, manage and maintain updated and accurate Senior Fellow data
- Overall maintenance and development of the Senior Fellow database, adhering to all relevant Data Protection legislation
- To maintain and improve the completeness and accuracy of existing database information

Communications

- To provide support to programme communications, ensuring that objectives align with the overall priorities, particularly in relation to our objectives for global engagement and impact through our Lifelong Fellows:
 - To lead on producing Senior Fellow communications projects
 - To ensure the alumni section of the website is kept fully up to date with event write ups, profiles and news
 - To produce all published alumni material for the web site and social media sites
 - To lead on the writing and production of alumni newsletters, brochures and external stories, supported by with the Communications Officer
 - To coordinate the production and mailing of all alumni print communications
 - To provide Senior Fellow related content and messaging for Facebook, LinkedIn, Twitter and other sites as appropriate

Teamwork and motivation

- To actively contribute to and offer support to the Programme Team and the Institute's wider programme and administrative team
- To attend and contribute to team meetings
- To work with other alumni counterparts at partners and nodes
- To consider and suggest improvements to the services provided to alumni in order to formulate and promote best practice
- To ensure that 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 liaise with a wide range of departments/divisions across the School, including but not limited to, the Student Services Centre, Visa Office, Registry, Conferences, Reprographics, Centre for Learning Technology, IT, Library, Alumni Office and the Design Unit

Liaison and networking

- To develop methods and processes that strategically broaden the AFSEE network, actively contributing to initiating and sustaining meaningful relationships with a range of key stakeholders



- To encourage and promote good relations among alumni, and between the alumni and the Programme
- To respond promptly to all telephone, mail and email communications from alumni
- To record all relevant correspondence with alumni on the database and keep records up to date
- To identify and record alumni in the news, making necessary research notes and drafting correspondence as required

Initiative and Problem Solving

- To proactively approach the role and use own initiative to evaluate working practices and procedures where appropriate
- To deal with operational problems or issues which arise
- To identify potential areas of development and improvement for new and existing activities

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

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.