



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: Conventions Manager

Ref no.:

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 primary role of the Conventions Manager is to design, organise and manage an ambitious programme of 9 multi-day conventions over the 5-year duration of the Gender, Justice and Security Hub. Conventions will be held in (or close to) case sites of Afghanistan, Colombia, Iraq, Lebanon, Myanmar, Sierra Leone, Sri Lanka and Uganda, with a final convention to take place in Northern Ireland.

Conventions will be a flagship activity of the Hub and will contain varied programmes of activity. They will promote and facilitate knowledge exchange, research development and co-authorship across the Hub and between research partners in different countries, contexts and disciplines. They will also provide capacity-building, training and networking opportunities for Hub members and affiliates.

Working with the Deputy Principal Investigator, the post-holder will play a leading role in developing and implementing the Hub's convention strategy. They will liaise with Co-Directors and Regional Managers in overseas Research Partner Organisations in providing high quality design, planning and organisational and logistical management of the conventions, including trainings, stakeholder and influencer engagement, public events and governance meetings. They will manage the budgets of the conventions. They will attend each convention to ensure it runs smoothly, and conduct follow up tasks after the conventions, including evaluations, as necessary.



Duties and Responsibilities

Planning, management and implementation of convention programme

- Lead on the development and implementation of a 5-year strategic plan for the Hub's convention programme.
- Plan and manage the £630,000 budget for the convention programme and undertake and oversee financial administration, ensuring the overall programme is delivered within budget.
- Manage 9 conventions for approximately 30 attendees, with each convention lasting 5-6 days across at least 2 sites in each location country (e.g. a capital city and a conflict-affected and/ or rural area).
- 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, AV equipment and other logistical support.
- Negotiate costs and manage payments with suppliers in all locations, undertaking all necessary checks and procedures in line with funder and LSE financial regulations.
- 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 meetings, public events and 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 coordinating with Hub researchers, Hub Champions, local academics, students and activists.
- Plan week-long training programmes, in conjunction with the trainers, which will run alongside at least 4 of the conventions.
- Prepare written briefings for convention attendees and manage any matters arising in a proactive and positive manner.
- 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.
- Bring together a team comprised of the Communications Manager, Central Support Officer and regional staff to plan and produce events materials and outputs such as academic papers, programmes, handouts, post-event surveys and publications.
- Work with the Communications Manager and Regional Managers to generate content from and for the Hub Conventions such as videos, podcasts, interviews, blogs, and social media.
- Work with the Communications Manager to promote public events taking place alongside conventions, ensuring appropriate outreach and collaboration with local academia, civil society students and other audiences.
- Work with the International Strategy and Partnerships Manager to facilitate Executive Group meetings during the conventions, and to promote opportunities for stakeholder and influencer engagement with Hub Champions.
- Establish guidance and procedures and oversee the processing of reimbursements for convention participants.
- Manage a busy and varied workload and prioritise effectively, resolving issues and making decisions quickly and professionally.



Liaison and networking

- Develop mutually beneficial relationships with Centre and Hub colleagues, with staff at all levels in LSE divisions and in partner institutions across the Hub.
- With the International Strategy and Partnerships Manager, develop and maintain strong 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 conventions.
- Maintain a detailed knowledge of research and engagement activities taking place within the Hub streams in order to plan convention programmes to maximise benefits to Hub researchers and relevant external audiences.
- Engage and influence high-profile external experts (likely to include academics, policy makers, activists and artists) to contribute to conventions.
- Establish and maintain external networks for benchmarking and sharing good practice.

Teamwork and motivation

- Line-manage and supervise convention support assistants, as funding allows, and oversee the convention-related work of the Central Support Officer.
- Convene teams of colleagues with different roles across multiple locations for the successful delivery of the conventions.
- Take responsibility for ensuring information and updates about conventions are disseminated and that stakeholders are consulted at appropriate times.
- Support, advise and enhance the skills of academic and administrative colleagues in external partner institutions overseas in the development and delivery of conventions.

Analysis and research

- Independently conduct reviews, analysis and research on all conventions to determine their impact and the extent to which they deliver on Hub objectives.
- Make recommendations to the Deputy PI and Hub Chief Operating Officer to continuously improve the convention programme over the duration of the Hub.

Initiative and problem solving

- Proactively initiate and design events and source potential speakers for the conventions, including initiating creative collaborations.
- With the Communications Manager and regional staff, lead on 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 Communications Manager and 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 are mitigated and dealt with appropriately.

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. They will also be expected to work abroad during the duration of the conventions and where necessary to travel to convention sites to plan conventions. 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.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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.