



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**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

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Experience of organising large scale or multi-day events, from inception to delivery	E
	Experience working in a events, project support or communications role in an academic context OR in the field of women's rights / human rights / international development	E
	Excellent IT skills in particular thorough knowledge of Word, Excel and PowerPoint for event production purposes	E
	Experience of using online tools for surveys, evaluation and project management	E
	An interest in and commitment to the Sustainable Development Goals on gender equality, peace and justice, and the global women, peace and security agenda	E
	Experience of working with partners in the Global South	D
	Experience of organising events remotely, at an overseas location	D
	Experience in planning training programmes, devising agendas, advising and briefing trainers	D
<b>Communication</b>	Experience of writing and /or copy-editing materials for different events, including briefing notes, formal letters, online content and email updates	E
	Excellent written communication skills, sufficient to draft clear and error free emails with an appropriately professional and friendly register	E



	<p>Ability to use IT to format documents to high standard, within style and brand guidelines</p> <p>Ability to communicate effectively both orally and in writing, with a wide range of internal and external contacts</p> <p>Excellent command of the English language with proven ability to proof-read, copy-edit and ensure accuracy</p> <p>Ability to handle confidential and sensitive information</p> <p>Experience in stakeholder management across multiple locations</p> <p>Ability to communicate in Arabic, Spanish, Tamil or Sinhala.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Planning and Organising Resources</b>	<p>Experience of actively contributing to a strategy or detailed workplan, considering alternatives, proposing a course of action</p> <p>Experience of planning schedules, setting and meeting deadlines and communicating these to others</p> <p>Ability to manage a diverse workload, working to tight and often competing deadlines</p> <p>Experience of thinking through the elements of projects and put in place the necessary steps to ensure all work is carried out on time</p> <p>Ability to maintain records effectively and accurately, in a manner that they can be used by others</p> <p>Ability to keep work practices, systems and procedures under on-going review and update and amend as required</p> <p>Experience of budget management, including planning, regular reconciliation and reporting</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>



<b>Initiative and Problem Solving</b>	<p>Experience in exercising initiative in selecting a course of action to solve day to day problems as they arise to recognise when a problem should be referred to others</p> <p>Proven ability to think calmly and creatively to generate possible solutions to problems</p> <p>Ability to adapt to changing circumstances and deadlines</p> <p>Experience in undertaking formal risk assessment</p> <p>Experience in solving logistical problems remotely</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Teamwork and motivation</b>	<p>Experience of having participated in and contributed actively to a team</p> <p>Ability to develop productive working relationships with colleagues from across LSE professional services and academic units</p> <p>Proven ability to build networks of colleagues and to maintain relationships and good communication</p> <p>Experience of working with colleagues based in other locations and awareness of issues which may arise</p> <p>Experience of working in a team in a professional services role within an academic unit</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Service Delivery</b>	<p>Exceptional attention to detail with the ability to spot errors, inconsistencies and ambiguities in all aspects of work</p> <p>Ability to provide a high standard of service and information accurately and promptly to internal and external requests</p> <p>Experience of reviewing processes and procedures in order to improve outcomes, reduce costs of improve efficiency</p> <p>Experience of devising and initiating evaluation mechanisms and making recommendations for change</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**