



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: Faith Centre/Religion and Global Society Manager

Division: APD, Faith Centre

Accountable to: Faith Centre Director

Job Summary:

The LSE Faith Centre runs programmes and events promoting religious literacy and transformational interfaith leadership, supporting students to explore, challenge and question religious difference. Working with LSE's diverse student body and wider publics, our core mission is to form leaders for a more peaceful global society. In addition, the Centre houses a wide range of religious and wellbeing activities on campus, plays a key role in promoting good campus relations and community-building, and supports the promotion of religion and belief as a protected diversity characteristic across the School.

Religion and Global Society (RGS) an inter-departmental unit, hosted by the LSE Faith Centre, conducts and promotes religion-related social science research at the LSE. It explores the intersection of global religious pluralities and critical global issues including women's leadership and climate change. RGS supports the practical work of the LSE Faith Centre's programming through the production of new research insights and shares these with the academy, policy makers and practitioners alike.

We are seeking to appoint a Centre Manager to work closely with the Centre Director to provide



leadership within the team and ensure the efficient management of both the Faith Centre and Religion and Global Society, including their personnel, physical and financial resources. The Centre Manager will act as the interface between the Centre and a wide range of academic, research and administrative staff across the School, as well as a diverse range of students. They will take overall responsibility for the smooth day-to-day running of the programmes and activities of the Centre and Research Unit and assist in the development and implementation of wider administrative policies with the Centre and the School.

Main Duties and Responsibilities

Assist and work closely with the Centre Director on the strategic direction and leadership of the centre, including line management of all non-research staff, to expand and enhance the Faith Centre's mission in accordance with its Vision Statement and Theory of Change.

Take responsibility for the smooth day-to-day operation of the Centre and sound administration of its all financial, human and physical resources:

- Effectively oversee budgets, expenses, grants, reviews and audits in line with the School regulations and the direction of the Centre
- Produce timely budgetary documents and regular/ad hoc reports
- Effectively manage recruitment processes, contracts and human resources documents for the Centre's staff and visitors in line with the School's HR policies, the Centre's strategies and general regulations
- Continuously review existing work procedures and operational systems.
- Identify potential problems and areas for development for the centre and use a range of research and analysis methods to investigate potential problem areas and draft appropriate recommendations
- Line manage the programme and project team members within the values and regulations observed by the Centre and the School including:
 - Conducting of CDRs
 - 1 to 1 CPD meetings
 - Chairing of relevant team meetings
 - Respond to staffing issues and needs as they arise
- Manage the space and facilities of the Centre in line with the Centre's strategies and health and safety regulations at the School and negotiate with relevant parties as necessary
- Effectively arrange procurements of equipment and services
- Support the Centre's fundraising and provide administrative information and documents in consultation with the School's relevant divisions as well as funders
- Manage the director's diary and key relationships

Take charge to successfully implement the Centre's programmes and events, including the Faith Centre's extracurricular interfaith leadership programming, executive courses, public lectures, seminars, workshops, receptions, meetings and visits:

- Oversight of Faith Centre student leadership programming for around 100 students per year, including ongoing evaluation of programme impact
- Work with the Centre Director to identify and implement strategies that enable effective programme delivery
- Securing contracts for, and implementing, executive course programmes with external stakeholders (e.g. Foreign Office, British Council, Executive Summer School)
- Organise resources (venues, finance, staff, facilities, services, etc.), prepare agenda papers and information packs and make practical arrangements, including flight and hotel bookings
- Process expenses and payments



- Liaise with relevant parties, send invitations, advertise events, collect agendas, arrange minutes, if necessary, and flexibly respond to other requirements for various occasions

Take a lead on campus relations and student wellbeing, building community in line with strategy 2030, contributing to schoolwide policy documentation and comprehensive risk management of school activities and serious event response:

- Work with the relevant student and staff groups to maintain strong interfaith cooperation on campus, including speaker events, social events, and public engagement. The post-holder will make decisions about appropriate activities and manage the cultural and political sensitivities involved (e.g. particularly associated with external speakers and matters relating to free speech).
- Build relationships and act as a primary liaison for departments, and divisions and consult across relevant bodies in the school on faith related policies and issues, particularly those related to equity diversity and inclusion, wellbeing, hate crime and timetabling.
- Participate in relevant internal and external networking events as appropriate to further the objectives of the Centre.
- Be a primary point of contact for student welfare, connecting them with relevant chaplains and including reporting of faith-related harassment
- Identify risks and suitable serious incident response and provide timely alerts to the Centre Director for appropriate decision-making

Manage effective communications and external relations, in order to raise the profile of the Centre among staff, students, supports and the wider public through:

- Develop the Faith Centre's communications through the website, mailing lists, social media and other publicity on and off campus for internal and external audiences, including funders.
- Manage the production, drafting, finalisation and distribution of working papers, reports, newsletters, brochures, press releases, meeting agenda papers, minutes, manuals, guidelines and other documents to share information and outcomes
- Draft appropriate letters, emails and other communication materials and respond to or, if necessary, redirect inquiries from various stakeholders, audience, and the general public

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



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



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](#)