



## 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:** Central Support Officer

**Department/Division:** UKRI GCRF Gender, Justice and Security Hub, Centre for Women, Peace and Security

**Accountable to:** International Strategy and Partnerships Manager

### 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 Central Support Officer will contribute to the provision of an efficient, professional and proactive administrative service for the Hub, helping ensure the smooth running Hub activities, in particular supporting events and meetings, online communications and financial administration. The post-holder will work in the Hub Management, Impact, Communications Team at LSE and with colleagues at Research Partner Organisations overseas. The post-holder will have a broad range of tasks and will be a central point of contact within the Hub.

### Duties and Responsibilities

- Lead in the administration of Hub events, including UK and overseas Hub meetings and events organised by co-investigators at partner institutions. This will involve working with Regional Managers and Administrators to build and maintain participants lists and contacts databases, prepare and disseminate event materials, organise hospitality, and process bookings and reimbursements
- Book flights and accommodation for participants in Hub events and meetings, including multi day workshops in 9 locations, ensuring adherence to funder and LSE financial regulations, and across several budget lines
- Arrange rooms, equipment, catering and production of materials such as badges and attendance lists and other event materials for Hub events and meetings
- Produce high quality accurate event materials including agenda, packs, badges, signs and attendance lists, within Hub and LSE style and brand guidelines
- Be present at events and meetings, including some taking place overseas, to provide support and assistance, to supervise event stewards when required and to ensure efficient, professional and smooth running events



- Service Hub meetings, such as for the LSE Management Group and Advisory Board, including circulating materials and note-taking..
- Undertake financial administration, in particular in the processing of invoices and expenses claims, ensuring claimants have provided all required information, following up where necessary,
- Provide support in updating Hub and Centre web pages and maintaining contacts databases.
- Assist with the ongoing evaluation and monitoring of Hub events and workshops including producing online surveys and presenting results.
- Compile content for internal communications, e-newsletters and online Portal, seeking
- Support the Chief Operating Officer and International Strategy and Partnerships Manager to ensure regular the monitoring and evaluation of Hub projects and timely disbursement of funds in line with Collaboration Agreements
- Be a professional first point of contact and proactive support to Hub colleagues (academics, NGO partners and professional services staff in Research Partner Organisations) around the world, answering queries, and understanding when to refer to members of the MICA team or Hub Management Group
- Provide proactive support to Co-investigators and Project Partners who spend time in the Centre for Women, Peace and Security at LSE as Visiting Fellows, helping with orientation and access to LSE resources
- Manage office supplies, equipment and physical environment, and be the point of contact with service departments at LSE, such as Estates, IT and telecommunications, and Security.
- Oversee Health and Safety procedures for the staff and visitors to the Hub, undertaking and providing training where necessary
- Handle general enquiries via email, on the telephone and in person and, where appropriate, responding on behalf of the Hub
- Provide other administrative support to the Management Group, in support of Hub objectives, as 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.