



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: International Strategy and Partnerships Manager

Department/Division: Division: UKRI GCRF Gender, Justice and Security Hub
Centre for Women, Peace and Security **Accountable to:** 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 International Strategy and Partnerships Manager will have a crucial role in building capacity and developing the Hub's global network which includes Research Partner Organisations, Project Partners, the Advisory Board and Hub Champions. The post holder will facilitate collaboration between Hub members, foster relationships with influencers, build the capacity of staff and projects and promote engagement with stakeholder communities. They will manage relationships with Research Partner Organisations and Project Partners across multiple countries, and work closely with Regional Co-Directors and Managers. They will oversee contracts and agreements, and work with the Chief Operating Officer and Executive Group on the development, review and monitoring of Hub policies and principles in the interest of maximising engagement and collaboration across and beyond the Hub.

Duties and Responsibilities

- Lead in managing relationships with Research Partner Organisations, Project Partners, the Advisory Board, Hub Champions, Regional Co-Directors and Managers, facilitating collaboration and knowledge exchange between Hub members based in multiple locations
- Working with LSE Research and Innovation and the Chief Operating Officer, oversee contracts and collaboration agreements, establishing reporting systems and procedures to track the progress of projects to provide timely dispersal of payments
- Produce templates and systems to receive quarterly reports from Co-Directors, providing support and training to Co-Directors, Research Partner Organisations, Project Partners and others as needed.



- Lead on managing the logical framework, receiving data from Hub members, tracking progress against indicators, and reporting on any variance in a timely manner
- Develop and implement strategies for knowledge exchange and capacity-building amongst Management, Impact, Communications and Administrative staff in different locations, including Regional Managers and Administrators in four partner Institutions
- Create procedures to promote Hub policies and principles, providing support and training, and where needed, monitor compliance with policies such as ethical standards, data management and safeguarding.
- Proactively identify opportunities and risks, advising the Chief Operating Officer and Executive Group on actions and strategies towards the effective development and delivery of the projects
- Manage the Hub's Advisory Board by organising bi-annual Board meetings, creating Board papers, servicing meetings and presenting updates to the Executive and Management Group for discussion
- Proactively support the Hub Champions, providing regular updates on Hub activities and identifying opportunities for individual and group engagement, aligned with the Hub's communication plan
- Line-manage to Hub work of the Communications Officer, contributing to the development of the Hub's communications strategy, helping ensure key messages, documents and activities are communicated appropriately via internal and external channels
- Actively promote and be an advocate for regular exchange of information and communication with the Hub community following up regularly on opportunities for collaboration and enquires
- Undertake overseas travel to work with Research Partner Organisations, Project Partners and regional management teams as necessary.

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](#)



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**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.