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.

<table>
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<th>Job title: Initiatives Assistant</th>
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<tr>
<td>Department/Division: International Growth Centre</td>
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<tr>
<td>Accountable to: Head of Cities that Work</td>
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Job Summary:

The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. We are a global research centre with a network of world-leading researchers and in-country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, we are majority funded by the UK Foreign, Commonwealth and Development Office (FCDO). We work to improve the productivity of people and firms as the key driver of sustainable economic development.

IGC has three initiatives, State Fragility initiative, Cities that Work and Tax for Growth that provide thematic expertise and work with IGC country offices and international actors to catalyse new thinking, develop more effective approaches on fragility, cities and tax and support collaborative efforts to take emerging consensus into practice.

The Initiatives Assistant, is responsible for supporting the administration, event and meeting organisation, project and database management, and other logistics underlying IGC initiatives activities at both national and global levels. Based in London, the Initiatives Assistant will work closely with members of the three initiatives, as well as other IGC Hub teams, including programme coordinators; finance; contracts; monitoring, evaluation & learning; and communications.
Duties and responsibilities:

Operational support

1. Responsible for operational tasks including scheduling meetings, taking minutes and drafting meeting summaries and following up on action points as needed.
2. Helping to maintain good quality project information on SPEAR, IGC’s project management database, and organising and maintaining shared folder system on one OneDrive.
3. Compiling and uploading evidence for the Monitoring, Evaluation and Learning team (MEL) and impact reporting on projects.
4. Assist with grant reporting and other internal reporting.
5. Develop and maintain all country specific security and risk provisions in consultation with the Heads of initiatives and reporting on these activities to the Head of Overseas Compliance.
6. Coordinate initiative staff inductions, assisting them with procuring equipment, meeting counterparts in other IGC Hub teams, etc.
7. Helping with maintaining the roster of researchers and policymakers in SPEAR.
8. Monitoring the issuing and signing of contracts and tracking payments of consultants, including researchers, experts embedded in partner governments, translators, interpreters, and others.
9. Assisting with responding to requests, for e.g. country team list of projects, or summaries of all IGC work on a specific topic.
10. Updating internal strategy or operational guideline documents based on team discussions.
11. Assist with drafting funding proposals to secure funding for initiative activities, as needed.

Events and travel

12. Assist with organising events and conferences, including sending invitations for speakers and attendees, preparing relevant materials, booking venues, zoom webinar scheduling and post event feedback forms.
13. Booking travel and accommodation for team members and event attendees, and assisting with expense claims.
14. Writing up event reports and follow up actions.

Dissemination of findings

15. Assist in the creation and maintenance of a database of existing and potential partners, including policymakers in partner governments, researchers with expertise in areas of focus, local think tanks and economic experts, other regional or international organisations.
16. Drafting newsletters or quarterly updates from initiatives to keep country teams and stakeholders informed of activities they might be interested in.
17. Assist with formatting of written content not for formal publication on Microsoft Word.

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.