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: Programme Coordinator, Kuwait Programme

Department/Division: Middle East Centre
Accountable to: Projects Coordinator, Middle East Centre

Job Summary

The Programme Coordinator, Kuwait Programme is responsible for providing efficient, comprehensive and proactive administration of Kuwait Programme research activities. The postholder will work closely with the Kuwait Programme Director and the Centre's Communications team.

Duties and Responsibilities

Programme Administration
- Provide administration for all programme activities.
- Monitor and manage completion of programme activities according to milestones.
- Organise research seminars and public events.
- Recruit and hire hourly-paid research assistants and consultants and provide line management.
- Arrange and manage contracts for research staff, partner institutions and consultants.
- Book travel for fieldwork and dissemination.
- Ensure health and safety and governance obligations are met. Liaise with LSE's Legal team, Research Ethics, Health and Safety, and Data Library.
- Manage the timeline and reporting of projects, including setting deadlines for report submission, and approving progress reports and payments.
- Proactively work to identify and encourage prospective programme applicants at LSE and research institutions in Kuwait.
- Manage the application and award process, including supporting and advising applicants and the selection committee.
- Assist in liaison with funders, including submitting reports and providing updates on progress.
- Manage the Visiting Fellows programme for academics from Kuwait.
- Manage the Kuwait Programme Alumni Network.
- Provide administrative assistance to the Kuwait Professor.
- Service the Kuwait Programme Advisory Committee and Management Committee.
- Provide administrative support for other Middle East Centre research activities.

Financial Administration
- Prepare and process contracts, purchase orders and invoices.
- Monitor and manage Programme expenditure and individual project budgets.
- Prepare and submit financial reports for LSE and the funder.
- Provide financial administration and reporting for the Kuwait Chair endowment.

Communications
- Manage the Kuwait Programme webpages, providing high quality written material, regular updates and improvements.
- Promote and disseminate programme information and outputs.
- Advise and manage authors through process of publishing MEC blogs and papers. Review and edit drafts, liaise with MEC colleagues and authors on production of final publications.
- Engage with colleagues in other LSE centres and departments and with students.
- Liaise with LSE service divisions, especially Research and Innovation, Finance and HR.
- Expand knowledge of research community working on Kuwait and expand networks within this.
- Develop strong working relationship with the Kuwait Foundation for the Advancement of Sciences.
- Travel to Kuwait to promote Programme activities.

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. Travel to Kuwait may be required.

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.