



## 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 post holder. The description of the duties and responsibilities reflect the post at the time it was drawn up, the details of which may change over time without changing the general character and purpose of the post or the level of responsibility encompassed.

**Job title: Distinguished Policy Fellow & Director, Centre for Women, Peace and Security**

**Unit: Centre for Women, Peace and Security, Institute of Global Affairs**  
**Accountable to: Director of the Institute of Global Affairs**

### Job Summary

The Centre for Women, Peace and Security seeks an outstanding individual to build on its existing achievements. This next phase of the Centre's development calls for a skilled advocate to provide intellectual and strategic leadership and further advance the Centre's programmes of policy-relevant research and cross-sector engagement.

The post holder will contribute to the intellectual life of the School through conducting and publishing outstanding quality research-based policy-relevant outputs, and by leading and participating in the policy-oriented and engagement activities of the Centre, Institute and School.

This is a full-time, 3 year position. Continuation is dependent on the post-holders' success in building a sustainable funding base for the Centre by engaging with a portfolio of funders, with a focus on externally funded research and philanthropy.

### Activities and Responsibilities

#### Summary

- Providing intellectual and strategic leadership of the Centre for Women, Peace and Security in policy-relevant research and cross-sector engagement
- Consulting, developing and overseeing implementation of the second strategic plan for the Centre for Women, Peace and Security
- Building on and developing new relationships with colleagues in governments, UN bodies, civil society, academia etc., in pursuit of the objectives of the Centre for Women, Peace and Security
- Actively participating in the Management Group of the UKRI GCRF Gender, Justice and Security Hub, a multi-partner global project based in the Centre for Women, Peace and Security
- Determining the overall direction of the Centre including responsibility for operational planning and overseeing new major projects and programmes in the Centre
- Leading and supporting colleagues in securing project and research grants, philanthropic income and other funding
- Initiating and sustaining links with funders and sponsors, including developing the Philanthropic Patrons scheme



- Managing the Centre's staff, overseeing budgets and reporting on progress
- Engaging in the Institute of Global Affairs, including participation in its governance committees
- Reporting to the School Committees and governance mechanisms (such as Research Committee and Annual Monitoring) on achievement and ambitions for the Centre for Women, Peace and Security

#### **Knowledge engagement, impact, user-focused and policy-oriented work**

- Conducting rigorous, research-based, user-focused and policy-oriented analysis in collaboration with research and academic staff in the Centre, LSE and/or externally
- Producing outstanding quality research-based policy-relevant outputs including articles, policy briefs, working papers, presentations or blogs, which contribute to the overall research programme of the Centre for Women, Peace and Security
- Leading in identifying potential synergies and enhancing collaboration between the Centre and other disciplinary, thematic or regional units within LSE
- Leading and contributing to the organisation of engagement activities with practitioners and policy audiences in the public and private sectors, nationally and internationally
- Conducting high level engagement activities in the WPS field, such as: serving on advisory bodies providing expert opinion and commentary to external audiences and bodies, participating in senior-level networks, giving presentations to national and international events and making submissions to public inquiries or evidence sessions, to ensure that research outputs have demonstrable impact and inform the public debate
- Leading in the development of the Centre's research agenda by identifying topical, policy-relevant research questions and effective engagement and impact activities and opportunities
- Identifying opportunities for and generating and implementing innovative approaches to engagement and impact activities
- Active engagement in fundraising in liaison with LSE Advancement, including cultivating and sustaining effective relationships with individual and institutional donors
- Initiating and co-ordinating funding bids to develop and sustain the research and operational needs of the Centre for Women, Peace and Security in the medium and longer term

#### **Other responsibilities may include**

- Leading the development of the Centre's educational programme for professional participants
- Contributing to strategic deliberations and making decisions at Institutional level, e.g. through membership of School committees
- Occasional guest lecturing and other activity aimed at enhancing the experience of LSE students

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

#### **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.