



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: Project Manager, GCRF Gender, Justice and Security Hub

Department/Division: Centre for Women, Peace and Security within the Firoz Lalji Institute for Africa

About the Institute and Centre

The Firoz Lalji Institute for Africa (FLIA) promotes independent academic research and teaching; open and issue-oriented debate; and evidence-based policy making across LSE. The Institute accomplishes this by connecting different social science disciplines and working with African partners bringing the African perspective to global debates. Based within the institute, the Centre for Women, Peace and Security (WPS) is a leading academic space for scholars, practitioners, activists, policymakers and students to develop strategies to promote justice, human rights and participation of women in conflict-affected situations around the world.

The Centre for Women, Peace and Security (WPS) was launched in 2015 with the support of the UK Government via the Preventing Sexual Violence Initiative and joined the Firoz Lalji Institute for Africa in 2023. WPS currently hosts the UKRI GCRF Gender, Justice and Security Hub which is the main Centre activity along with several smaller research grants. The Hub is a multi-partner, multi-year international project at its final year delivering interdisciplinary research on the challenge of achieving gender, justice and inclusive security in conflict-affected societies and connects with leading ambassadors for gender justice to advance sustainable peace.

About the Role

The Project Manager has oversight and responsibility for the effective reconciliation of the GCRF Gender, Justice and Security Hub grant, with a focus on completion and closure ensuring compliance to the funder and LSE. The Project Manager will work closely and collaboratively with Research and Innovation, the Hub professional services team, and the Hub Principal Investigators to oversee the financial reporting, reconciliation and closure of this significant research investment.

This role includes responsibility for the Hub grant administration; following and applying compliance processes, effective budget management, and reporting of expenditure, and applying funder terms and conditions and LSE regulations and procedures to the financial closure of this multi-partner grant.

The candidate will have the ability to work independently and as part of the Hub team, accountable to the Hub Co-Principal Investigators and the Hub International Strategy and Partnerships Manager. The ability to work to a high level of accuracy and numeracy, have excellent Excel skills is essential. The successful candidate will have comprehensive knowledge of administrative or financial practices, procedures and systems.



Duties and Responsibilities

Grant Management

- Work closely with Research and Innovation to ensure grant and School policies and procedures are followed and the grant is closed appropriately.
- Ensure staff are fully briefed and aware of internal Institute and wider LSE funding policies.
- Work alongside Hub colleagues to archive Hub documentation on LSE systems and ensure that full documentation is captured, particularly in the event of any future audits post-Hub.
- Support the archiving of paper documentation located in the Hub office space.
- Support office closure by assisting with all physical and administrative aspects associated with the archiving and handing over of Hub office space.

Financial Management

- Coordinate Hub research grant expenditure, working closely with the Principal Investigators and Hub staff to effectively manage, monitor, and reconcile the budget to ensure that the project operates in accordance with its budget.
- Financial reporting: work collaboratively with Hub staff to follow up outstanding financial reporting requirements, including assessing final reports (e.g. ensuring all invoices/financial reporting templates/transactions are recorded and ready for assessment).
- Work closely with Research and Innovation and Hub staff to reconcile the information provided by partner institutions to match records and meet audit and financial reporting requirements.
- Maintain budget models and provide regular updates and analysis as needed for year end and closure.
- Forecasting, assessing and highlighting areas of concern or risk to the Hub Management.
- Support compliance within financial regulations and funder Terms and Conditions of the grant.
- Support Hub project audits, liaise with Research and Innovation and ensure clear audit trails with supporting data for the Hub.

Teamwork

- Attend regular meetings of the Hub Management, Impact, Communications and Administration team and the broader PSS FLIA weekly team meeting.
- Be a dedicated and active member across the Centre and Institute working in a collegial and collaborative manner with junior and senior staff.
- Dealing with delicate situations and sensitive topics that may arise with discretion, tact and diplomacy.
- Apply a detailed understanding of established School procedures, combined with the use of initiative and good judgement, to resolve problems collaboratively.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.