



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: Research & Programme Coordinator in Women Leadership (Part time for 3 months)

Department/Centre/Institute: LSE Firoz Lalji Institute for Africa
Accountable to: Dr Souad Mohamed, Programme Lead

Job Summary

The Research Assistant will work closely with the Programme Lead and partners one day a week to support the execution of a project focused on a tailored Women in Leadership programme targeting Sudanese women in the diaspora, including those in organisational roles and entrepreneurs impacted by the current conflict in Sudan.

Duties and Responsibilities

The research assistant and coordinator's duties and responsibilities will include the following:

- Supporting the Programme Lead (PL), in coordinating interviews, meetings, events and dissemination activities
- Streamlining communication between all international partners and the UK project team.
- Conducting and updating the project's literature review, data coding and analysis
- Conveying complex conceptual ideas or complex information which may be highly detailed, technical or specialist.
- Demonstrating a knowledge of theory, methods and practice and demonstrating development through acquisition of relevant skills and competencies.
- Writing reports, drafting publications, supporting with further grants, carrying out project administrative activities and any other ad-hoc tasks required by the PL to meet the project's aims and objectives.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance. Interested applicants may submit a CV and one-page cover letter to E.Hansen-Sackey@lse.ac.uk by 11:59 pm on **1st May 2024**. Interviews will be held on 7th May 2024.

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 with the agreement of the grant-holder, Principal Investigator/Programme Lead and/or Head of Centre.

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



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



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.