



## 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 for African Leadership Intern **Ref no.:**

**Department/Division:** Firoz Lalji Institute for Africa **Accountable to:** Programme for African Leadership Senior Manager

### Job Summary

The Firoz Lalji Institute for Africa (FLIA)'s role at the LSE is to strengthen LSE's long-term commitment to placing Africa at the heart of understandings and debates about global issues. The FLIA works to forge new links with African scholars and institutions and increase the visibility of Africa in the LSE's teaching, research and policy engagement. Furthermore, the FLIA currently hosts four defined and expanding programmes: the Programme for African Leadership (PfAL), the FLIA Events programme (including the annual Africa Summit), and the research programme (largely focused on African research), and the Africa Engagement Programme (AEP).

The AEP created the LSE Africa Internship Programme to support LSE African students and graduates gain work-experience with a short funded programme. This internship programme for residents of Africa currently participating in post-graduate programmes at LSE or having completed a post-graduate programme at LSE in the past 2 years. The programme is also open to current post-graduate students or recent alumni of the past 2 years who hold dual residency with an African country but may normally reside outside of the continent. The aim of this programme is to support selected students who have the intention of continuing their career on the African continent post-LSE or who are interested in working on African issues throughout their career. This will provide an experiential learning opportunity for these LSE students and alumni with graduate level work.

As part of the LSE Africa Internship Programme, the FLIA is looking for a highly motivated intern to join the Programme for African Leadership (PfAL) team. The programme aims to bring together bright and ambitious African post-graduate students at LSE, to support their development into value-driven and effective leaders through a structured set of activities and events, and to create an alumni network whose members are committed to having a direct and positive impact on the lives in African communities.

Under the supervision of the Programme for African Leadership Senior Manager, the intern will be responsible for supporting the PFAL 3-year strategy, programme-wide range of operational and developmental activities, and engagement with PFAL students and alumni with a focus on communications, administrative duties and the organisation of the PfAL Forum. The latter will be held in Africa with over 100 attendees (incl. alumni, sponsors, partners, speakers and high-profile friends of the programme). The intern will take responsibility for supporting the proposed operational aspects of the Forum and support wider engagement with current PFAL students.



## Duties and Responsibilities

### Knowledge and Experience

- Drawing from knowledge of the African context, either by personal experience or research
- Have an interest in the African continent and African development
- Knowledge and experience in event planning and managing projects
- Knowledge and experience in digital media including audio-video editing

### Communication

To support the implementation of an integrated communications and engagement strategy for the Programme, including:

- Help with the promotion of Programme activities and achievements via a range of social media channels, including Twitter, Instagram and LinkedIn.
- Assist in the elaboration of PfAL social media content and recruitment for the Climb Podcast in collaboration with Channels Television, with the aim of engaging with the PfAL community and encouraging participation in the PfAL Alumni Network.
- Identifying and recording alumni and key Programme themes in the news via media monitoring.
- Ensuring all public facing content meets brand and style guidelines.
- Contribute to the monthly PFAL newsletter
- Lead on planning and execution of PfAL Connect, an initiative to foster PfAL alumni engagement with the programme.

To support the delivery of the PfAL events programme:

- Liaising with internal teams and co-ordinating speakers to plan, organise and deliver engaging events to maximise public outreach and attendance.
- Contributing creatively to the PfAL events' themes, speakers and direction, including the 2023 PfAL Forum.
- Assist in the creation of digital content.

To exhibit excellent communication skills:

- Assist in increasing engagement with PfAL students and Alumni Network through the PfAL's communication channels.
- Taking an editorial approach to identify and develop engaging stories and insights about the Programme, and ensure these are communicated effectively to relevant audiences.
- Identifying and recording alumni and key Programme themes in the news via media monitoring.



### **Liaison and networking**

Being a contributor to the Programme's good reputation within the School, and enable effective collaboration on the delivery of PfAL activities, by supporting the development of mutually beneficial relationships with a range of colleagues at all levels.

To develop and independently maintain strong relationships with key stakeholders (internal and external) to support in the development of ideas and actively source content for communication activities.

To develop productive relationships with programme alumni and develop a personal network of contacts across African companies, civil society organisations and governments that can assist in the programme's ongoing development and the PfAL Forum.

### **Teamwork and motivation**

To work collaboratively and effectively towards shared goals with other members of the Institute, as well as other professional services and academic staff from across the School.

To lead by example and form positive working relationships with professional service and academic colleagues and utilise these to gain buy-in and support for PfAL.

To assist in the delivery of PfAL activities by liaising with key stakeholders, including senior faculty and professional services staff, students, alumni, and other external partners where required.

### **Service delivery**

To work closely with staff, student and alumni colleagues, external agencies and partners to ensure a consistently high standard in the delivery of communications and public events, and supporting staff in their own communications activities related to the Institute.

To provide support to professional services colleagues during busy periods, covering during absence and generally lending skills where appropriate.

Some work outside of normal working hours is required to support the delivery of events (with time taken in lieu).

### **Planning and organising resources**

To ensure students, colleagues and the public receive relevant, timely and accurate updates and information.

Contributing to the successful operation of PfAL events and activities as required, including working on ad-hoc projects or communications-related activity, and generally lending skills where appropriate.

### **Event planning and organising resources**

To support the implementation of the alumni engagement plan, motivating alumni to support ongoing Programme activities and their fellow members.

Assisting with the planning, management and coordination of all event logistics, budgets and operations linked to PfAL activities including workshops, social events, panel discussions, student projects and the biennial PfAL Forum.



### **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.