

## **Project Coordinator Role Overview**

The Project Coordinator for China Foresight plays a central role in the strategic planning, delivery, and growth of the programme. Working closely with the Director and Centre Manager, the coordinator is responsible for managing the day-to-day operations of the project, overseeing events and publications, supporting fundraising initiatives, and helping shape the long-term strategic direction of the project.

This role requires a combination of project management, stakeholder engagement, research coordination, and communications expertise, with a strong understanding of China's foreign policy landscape and the wider international affairs environment.

This is a part-time role at approximately 10-15h/week. The hourly rate is £21.37 per hour (including holiday pay).

Please apply with your CV and covering letter to Alice Bryant, [a.bryant@lse.ac.uk](mailto:a.bryant@lse.ac.uk) by Friday 15<sup>th</sup> May.

## **About LSE IDEAS & China Foresight**

LSE IDEAS is the foreign policy think tank of the London School of Economics and Political Science, bringing together academic insight, policy engagement, and international affairs expertise to shape global debates. As one of the world's leading university-affiliated think tanks, LSE IDEAS connects scholars, policymakers, diplomats, and practitioners to produce impactful research on international relations, diplomacy, security, and global governance.

Within LSE IDEAS, the China Foresight programme examines China's foreign policy and international engagement through rigorous research, strategic dialogue, and high-level policy discussions. The programme seeks to understand China's global role from the inside out, analysing the drivers, constraints, and priorities shaping China's international strategy.

## **Key Responsibilities**

### **Programme Management & Strategy**

- Coordinate the planning, development, and execution of the research programme
- Monitor project timelines, deliverables, and reporting requirements across multiple workstreams
- Ensure smooth day-to-day operations and effective internal coordination across research, events, and outreach activities

### **Events Management**

- Lead the organisation and delivery of high-level public and private events, including roundtables, workshops, and policy briefings
- Liaise with policymakers, academics, diplomats, and institutional partners
- Manage logistics including scheduling, speaker coordination, invitations, briefing materials, and post-event follow-up
- Ensure events align with programme objectives and contribute to policy impact and audience engagement

### **Publications & Content Curation**

- Oversee the commissioning, editing, and publication of China Foresight blog posts and written outputs
- Curate timely and policy-relevant content from researchers, fellows, and external contributors
- Support dissemination strategies to maximise visibility and engagement across academic and policy audiences

### **Fundraising & External Relations**

- Support fundraising efforts through donor engagement, proposal development, and grant applications
- Help identify new funding opportunities and institutional partnerships

## **Person Specification**

### **Essential**

- Strong project management and organisational skills with the ability to manage multiple priorities simultaneously
- Excellent written and verbal communication skills, including editorial and content management experience
- Demonstrated interest in China's foreign policy, international relations, and global affairs

### **Desirable**

- Experience working within a think tank, academic institution, policy organisation, or international affairs environment
- Knowledge of UK-China relations, Chinese foreign policy, and geopolitical strategy
- Familiarity with higher education, research administration, or policy communications
- Mandarin language skills would be an advantage