

Project Coordinator – China Foresight

LSE IDEAS is seeking a Project Coordinator to plan and manage its various outputs and initiatives, from public events to major publications

China's relationship with the world has become considerably more complicated over the last two decades. Analysing China's foreign policy now requires a multidisciplinary approach spanning fields ranging from technology to economics, as well as a strong fundamental understanding of China's domestic political dynamics.

It is against this backdrop that a Project Coordinator will work. This will require flexibly working with a diverse range of experts across domains and identifying and acting on opportunity with speed and agility. In doing so, the successful applicant will receive the opportunity to work with leading thinkers on China, as well as hone their leadership skill and strengthen their research areas of interest.

The project is seeking applicants who hold strong pre-existing understanding of China, and the ability to lead and work effectively within multidisciplinary and dynamic teams.

How to apply

- Submit a CV and cover letter to ideas@lse.ac.uk with the subject line: China Foresight Project Coordinator
- We encourage applicants to highlight any extenuating or exceptional circumstances regarding their professional development in their cover letter
- The application consists of a screening stage and an interview stage. Successful applicants will be asked to attend an interview in February
- Please send any questions regarding the application process to ideas@lse.ac.uk
- Please submit your application by **23:59 on Sunday 14 February 2021**

Contractual Details:

- 10 hours/week with possibility of increase
- Salary Band 4 Step 13.5
- Total remuneration for each hour actually worked: £16.36

Key responsibilities:

- Work with IDEAS' expert network to produce research on key emerging trends, including short 'strategic updates', as well as longer, multi-author reports
- Plan and execute China Foresight's annual events program
- Manage the China Foresight Forum:
 - Curate, source and edit blog posts for China Dialogues, China Foresight's blog on foreign policy, contributing personally where appropriate
 - Identify opportunities for, and execute, public events with members of the Forum
 - Identify opportunities for, and organise, policy discussion groups on key topics, as well as write policy papers for each discussion and circulate these among key individuals and decision-makers

- Identify opportunities for, coordinate and contribute to leading publications with members of the Forum
- Work with LSE IDEAS leadership to develop sustainable funding strategies for the project
- Report to IDEAS management on a weekly basis, updating them on the Project's progress

Desirable qualities:

- Excellent written and verbal communication skills
- Leadership & teamwork abilities, including the ability to work closely with senior individuals and coordinate diverse and multidisciplinary teams
- The ability to stick to demanding timelines, ensuring a consistent output of materials
- Understanding of China's domestic politics and strategic priorities
- The ability to identify key emerging trends in the field of foreign policy relating to China
- Proficiency in Microsoft Office
- Previous experience in project fundraising is highly desirable
- Chinese language abilities preferable