

Recruitment – Co-Director(s)

Job Title: **Co-Director: Operations & Logistics**

Start Date: September 2019

Summit date: March/April 2020

Application deadline: 20 August 2019

Remuneration: **Voluntary**

**** Applicants must be currently enrolled as a graduate student at the LSE ****

About the LSE Africa Summit

The LSE Africa Summit is a two-day Conference focused on addressing the salient issues facing the African continent. The LSE Africa Summit brings together political, research and business leaders – those pushing Africa to the forefront of the global agenda – to engage with the pertinent themes of health, education, business and governance on the continent.

About the Role

As Co-Director, you will lead all efforts of the team alongside your other three colleagues, taking an interest in all aspects of planning the event from the onset. Naturally, this is a more challenging role that requires far greater responsibility than any other on offer. While your role has a specific focus on operations & logistics, the role of codirector is all-encompassing meaning that you may assume all roles at one point or another over the course of the cycle.

As the co-director leading operations & logistics, you will be primarily responsible administrative and logistical procedures for the summit. You will appoint a team lead to assist in organising team activities. Team activities include conducting searches and making bookings for the most cost-effective flights and hotels, as well as the supporting the visa application process of speakers, and coordinating transportation including airport transfers. Some of these tasks will be done with supports from the speakers' team as needed.

The role also entails sorting out catering options for the both days of the Summit, floor mapping and seating arrangements, room division, the preparation of sponsor/partner stalls as well as the stage and working closely with LSE security team to ensure maximum security for all guests and speakers. You will likewise be responsible for organising any related social event. The functions of the logistics team are highly interrelated with other teams, and interdependent on budgetary approval from LSE management. Close cooperation with your fellow co-directors is essential.

Key Responsibilities

While Co-Directors will be involved in the management of all aspects of the production, the following are of even more significance:

Theme & Direction

Prior to joining the team, we expect that you have thought through a few potential themes that are relevant and on topic to current trends in African development. You will be required to give initial direction for the wider team to brainstorm in collaboration with the other co-directors, as well as finalising after receiving options from the team at large.

Finance: The delivery of the event ultimately rests on the funding that is secured towards it. While the respective codirector will take the lead, as a co-director you will also be heavily involved in fundraising. As part of your application we would like to know your ideas for funding, as well as any contingencies should these fall through.

Key Abilities Applicant

- Excellent leadership skills and people management
- A visionary and self-starter: the ability to develop ideas, create work plans and set strategic direction for yourself and the team
- Excellent time management and organisation skills;
- Excellent cross-communication skills;
- Experienced traveller - familiar with the process of booking flights and acquiring visas;
- Possesses proven ability to lead and upward manage;
- Possesses a good knowledge of (African) countries;
- Ability to think independently and creatively;
- Ability to deliver on cost-saving initiatives;
- Team player;
- Excellent Microsoft Excel skills;
- Ability to perform under pressure, and in a fast-paced environment;
- Experience in project management is a bonus.
- Excellent personal time management skills - be able to effectively balance studies with a full-time commitment to Summit responsibilities
- Strong commercial and political awareness
- Some experience in all the key areas of the Summit (i.e. sponsorships & finance, media, logistics etc.)
- Skilled multitasker
- A relationship builder, collaborator and team player
- Professional work experience is desirable but not required

Why should you apply?

- Be part of an engaged and ambitious team;
- Develop your event planning and project management skills;
- Develop your leadership and communication skills;
- Network opportunities within the LSE and beyond.
- You will also have the opportunity to engage with pioneering business and/or research personalities working in and on Africa.

Please submit your CV and a short cover email outlining your suitability for the Summit and the role to africasummit@lse.ac.uk with the subject line *Application for Summit Co-Director: Operations & Logistics* by 20 August 2019.

Thank you for your interest. We look forward to hearing from you!

NB: We would like to stress that this is a demanding role and whoever is applying for this must be committed and dedicated to the summit and the workload attached to this role. As we are all students and have our academics to focus on, it is important that the candidate is aware of the time demand for this role and must be able to effectively manage his/her time so that neither the summit nor academics negatively impact on the other.