

LSE Africa Summit

Recruitment – Co-Director

Job Title: **Co-Director: Speaker & Content**

Start Date: October 2020

Summit date: March/April 2021

Application deadline: 13 September 2020

Remuneration: Voluntary

**** Applicants must be currently enrolled as a 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 speakers and content, 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 for speaker & content, you will be responsible for managing all content related aspects of the conference. You will be involved in defining each panel's scope of discussion in collaboration with other co-directors, and managing speakers' research, invitation and stay. Key Responsibilities

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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. As you will be heavily involved in fundraising; as part of your application we would like to know your

As co-director with the lead on speakers and content, the following are also very important

Content framing:

You will work alongside members of the LSE Firoz Lalji Centre for Africa, Co-directors, and members of the LSE Africa Summit team to determine subject matter for each panel, breakout session, etc.

Speaker Management

You will lead your team in conducting research for speaker selection, find contacts, write and send invitations, work alongside the logistics team to ensure that visas, travel, and accommodation are organised, and keep speakers up to date on the agenda, major topics of discussion etc. During the event you will be responsible for ensuring that speakers needs are met and that the events stay on schedule

Moderator Management:

You will research, invite, and work alongside moderators to build content around each panel/session

Team management:

You will delegate responsibilities including appointing a team lead to assist in organising the activities of your team, plan and lead meetings, ensure timely progression toward major deadlines and fill gaps where necessary. You will also work alongside sponsorship, media, and logistics team to ensure strong goal alignment.

Key Abilities Required

- A visionary and self-starter: the ability to develop ideas, think strategically and create a work plan for the team.
- Excellent organisational skills, experience in conference planning is preferred, but not required
- Strong problem-solving skills - a proven solution finder, ability to think on feet, outside the box
- Effective communication abilities - both with speakers and with team members
- Excellent time management skills - be able to effectively balance studies with a full-time commitment to Summit responsibilities
- Excellent leadership skills and people management
- Strong commercial and political awareness
- Confidence and competence to engage senior leaders within the LSE and partner organisations
- Strong diplomacy skills
- 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
- Ability to perform well under pressure, in a fast-paced environment
- Professional work experience is desirable but not required

Why should you apply?

- This is an opportunity to exercise or learn corporate communication to an already respected brand that is the LSE and the summit itself

- A chance to network with leaders across various disciplines who will come to the summit as speakers, sponsors or delegates
- Enrich your knowledge on Africa's most pressing issues, while obtaining substantive work experience on issues related to the continent
- Build important relationships who could potentially become your mentor, colleagues and peers
- Be part of an engaged and ambitious team to enrich your LSE experience
- Develop your event planning and project management skills;
- Develop your leadership and communication skills;

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: Speakers & Content* by 13 September 2020.

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. Finally, whilst intend to deliver this event in its physical form, as the COVID-19 situation develops it is possible that this event could move to a digital-only platform, which may require more time to plan for this contingency.