

Recruitment - Business Development & Finance Team

Job Title: **Business Operations Coordinator(s)**

Start Date: October 2018

Summit date: April 2019

Application deadline: 28 September 2018

Remuneration: **Voluntary**

**** Applicants must be currently enrolled in 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. It 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. This year, the keynote was delivered by H.E. Nana Akufo – Addo, the President of the Republic of Ghana. More information on the summit can be found at <https://lseafricasummit.org/>

About the role

As a Business Operations Coordinator, you will be primarily responsible for the client experience of committed sponsors and partners leading up to the event, on the day and after the Summit. You will work closely with the rest of the Summit team, particularly with the Logistics and Media team in ensuring promises made to sponsors and partners are delivered.

Key responsibilities

- Working closely with sponsors, the Business Development team and LSE Advancement to understand what sponsors expect vis a vis what can be delivered according to LSE policy
- Alongside the rest of the Business Development team to develop sponsorship packages
- Track all value items promised to sponsors
- Obtaining and maintaining all content required from sponsors to enable the Summit meet its obligations to sponsors
- Ensure timely progression of the deliverables leading up to and on the day of the event. This will require working closely with the Logistics and the Media team
- Support sponsors with any logistics needs e.g. hotel bookings if required
- Ensure an all-around exceptional customer service is delivered to sponsors
- Develop the work plan for the Business Development team on the day of the Summit in terms of who looks after which sponsors to ensure they are well taken care of

Key abilities of the applicant

- A great relationship builder, collaborator and team player
- Excellent attention to detail, but with an ability to see the big picture
- A creative problem solver
- Excellent excel skills
- Great initiative and proactiveness (a self-starter)
- Strong communication and organizational skills
- Excellent time management skills to balance your studies with a full-time commitment to Summit responsibilities
- Ability to perform well under pressure, in a fast-paced environment
- Client management and project management experience is a bonus

Why should you apply?

- This role provides an excellent opportunity to sharpen your project management, client management, problem solving and leadership skills, all valuable to most employers
- An opportunity to network with business leaders within prominent organizations and at the LSE. You will also have the opportunity to engage with pioneering research personalities and policy makers across different sectors throughout Africa
- 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
- Remain close to the industry, developing and influencing high-level contacts
- Be part of an engaged and ambitious team to enrich your LSE experience

Please submit your CV and a short cover email outlining your suitability for the Summit and the role to africasummit@lse.ac.uk by 28 September 2018.

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.