

Recruitment – Co-Director(s)

Job Title: **Co-Director**

Start Date: October 2018

Summit date: April 2019

Application deadline: 28 September 2018

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, and is all encompassing; meaning that you will assume all roles at one point or another over the course of the cycle.

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, 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 funding plans for the Summit, as well as any contingencies should these fall through.
- **Speakers:** Let us know any potential speakers that you have a connection to, and or believe would be great for next year's event.

Key Abilities Applicant

- A visionary and self-starter: the ability to develop ideas, think strategically and create a work plan for the team.
- Excellent leadership skills and people management
- Excellent communication and organisational skills
- 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. business development & finance, media, logistics etc.)
- Skilled multitasker
- Ability to think on feet, outside the box and a problem solver
- A relationship builder, collaborator and team player
- 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
- Professional work experience is desirable but not required

Why should you apply?

- Network opportunities within the LSE and beyond. You will also have the opportunity to engage with pioneering business and/or research personalities across different sectors, policy makers, think tanks and academics working in and on Africa.
- Develop your leadership and project management skills
- Enrich your knowledge on Africa's most pressing issues.
- 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.

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.