Recruitment – Speaker Coordinators Team

Job Title: **Head of Speaker Coordinators**

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. 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 Head of Speaker Coordinators you will be responsible for managing all content related aspects of the conference. You will be involved in defining each panels scope of discussion, researching, inviting and managing speakers. You will report to the Co-directors, work closely with heads of all the other teams and manage a team of speaker coordinators.

Key responsibilities

- 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 and your team will conduct 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, 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 Applicant

- Excellent organisational skills, experience in conference planning is preferred, but not required

- Strong problem solving skills - a proven solution finder
- Effective communication abilities - both with speakers and with team members
- Time management - be able to effectively balance studies with the full time commitment of the role

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.
- 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 e-mail outlining your suitability for the Summit and the role to africasummit.speakers@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.