Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Head of Strategic Projects

Department/Division: 100x Impact, Marshall Institute Accountable to: 100x Associate Director: Insights

Job Summary

The Head of Strategic Projects is a senior role dealing with a wide range of internal and external stakeholders to identify, develop and deliver strategically important new initiatives.

- The role holds responsibility for development and delivery of strategic initiatives for 100x Impact's growth and expansion
- The post-holder will be expected to manage new strategic projects and initiatives in conjunction with the SLT, including managing resources and budget in conjunction with the Associate Director: Insights
- The role will provide support for the 100x CEO, including preparing briefings and attending key meetings, to ensure the 100x CEO's impact is leveraged for 100x's goals
- UK-based and overseas travel will form a significant part of the role, to effectively lead on the operationalising of 100x's strategic projects
- Some flexible working outside of the standard office hours, for example evenings and weekends, will be required

About 100x Impact

100x Impact is a world-leading impact initiative based at the London School of Economics with a mission to scale social innovations that can positively impact the lives of hundreds of millions of people. 100x supports and learns from the most promising and scalable social ventures tackling the world's most pressing problems, spanning health, climate change, social inequality, and more.

Partnering with the LSE's Marshall Institute and anchored with a £55 million philanthropic gift, 100x leverages the LSE's expertise and resources to support selected cohorts of social ventures with financial, intellectual and social capital to accelerate their scaling journey.

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Duties and Responsibilities

Strategy

- Prepare market scoping presentations for new 100x strategic initiatives
- Develop detailed proposals for each strategic project which will be reviewed by the 100x CEO and Marshall Institute Management Team
- Report regularly on strategic projects to the 100x CEO and the Marshall Institute Management Team
- Lead on the operationalising of strategic projects, including scoping local partnerships, funding, and ventures, ensuring that appropriate 100x and Marshall Institute team members are consulted and updated in a timely manner
- Participate in planning, strategy and management conversations for the wider Marshall Institute

Outreach and Network Engagement

- Work with the 100x Associate Director: Partnerships to manage key existing relationships and cultivate new ones
- Manage relationships with key 100x internal and external stakeholders, ensuring that appropriate members of the 100x and Marshall Institute teams are kept updated on status
- Work with the 100x Associate Director: Partnerships to build relationships with potential 100x funders and other ecosystem partners (e.g. accelerators, foundations, funds), with a view to growing/diversifying 100x's funder base through bilateral or collaborative partnerships

Director Support

- Work closely with and alongside the 100x CEO, including preparing briefings and attending key meetings
- Prepare and/or - where required - deliver internal and external presentations to 100x stakeholders
- Regularly coordinate with the Marshall Institute and 100x Directors and Deputy Directors, to ensure alignment of priorities and activities
- Liaise with the 100x Senior EA and 100x Associate Director: Operations to effectively manage the 100x CEO's schedule

Impact

- Oversee the development of a multi-tiered impact model/framework for 100x, in collaboration with the programme delivery team and engagement with 100x cohort ventures

Fundraising and Resource Management

- Work with the 100x Associate Director: Operations to manage planning, budgets and financial reporting for new 100x initiatives, ensuring that these conform with all LSE financial and legal regulations

Team Engagement

- Work closely with the 100x Associate Director: Operations and 100x Associate Director: Insights to ensure timely information sharing and coordination of activities
- Participate in the development of key 100x activities, including - but not limited to - Summit Day, programme development, and venture support

Flexibility

- UK-based and overseas travel will form a part of the role, to effectively lead on the

operationalising of 100x's strategic projects
- Some flexible working outside of the standard office hours, for example evenings and weekends, will be required

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Free Speech
The Code of Practice on Free Speech outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental and energy impacts in the performance of the role and actively contribute to the delivery of the LSE Sustainability Policies.