

JOB DESCRIPTION

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| Job Title: | Programme/Conference Coordinator, GIEO |
| Line Manager: | James Sproule, Senior Fellow |
| Team/department: | Policy |

THE INSTITUTE

The Legatum Institute is a London-based think-tank with a global vision: to see all people lifted out of poverty. Our mission is to create the pathways from poverty to prosperity, by fostering Open Economies, Inclusive Societies and Empowered People.

THE ROLE

The purpose of this role is to support the work for the Legatum Institute's Global Index of Economic Openness (GIEO) programme including the development and delivery of world-class standard conferences associated with the work. To achieve this, the post-holder will act as principle secretariat and a researcher to the project and will ensure – both operationally and presentationally – that all associated events are planned and hosted to the highest possible standards.

GENERAL RESPONSIBILITIES

Project management and delivery

- Ensure that the operational structures are in place to facilitate the delivery of all GIEO strategic and programmatic objectives.
- Actively manage GIEO's schedule of events to ensure each one is carefully planned and executed. These events are planned for numerous countries including the USA, Indonesia, Romania, Ghana, Brazil, India, Argentina, Morocco, China, Saudi Arabia/UAE, and Columbia/Venezuela.
- Contribute to the day-to-day delivery of the GIEO programme, including stakeholder communications, speaker invitations, and budget management.
- Arrange for all elements of staff travel for domestic and overseas engagements.
- Pro-actively manage and maintain external relationships required e.g. a wide range of foreign think tanks and academics as well as contractors and service providers such as travel agents and venue managers.
- Maintain records of the GIEO budget ensuring the programme operates within its means, and negotiate terms/manage external contracts to ensure they are delivering value for money.

Research and writing

- Background research on all aspects of the Global Index of Economic Openness.

- Working with data analysts on production of GIEO Index, providing assistance where practicable.
- Assist with drafting of country specific GIEO reports, drawing on GIEO database and a wide range of external sources.

Communications

- Work with colleagues in the Communications team to agree communication/dissemination plan for outputs from the programme and contribute to communications drafting (e.g. publications, web text, ops eds, or articles) that summarise key messages at every stage of the project.

General

- Act as the key point of contact for the GIEO programme.
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SPECIFIC ACCOUNTABILITIES

- Oversee the GIEO's events programme, ensuring it is in keeping with general LI event processes and systems.
 - Ensure the correct systems and procedures are in place to manage GIEO events from the initial planning stage through to post-event follow-up; including the management of the invitations process and the maintenance of associated contacts database in accordance to data protection guidelines.
 - Support the team by developing and implementing more efficient processes to deliver the programmes' events objectives.
 - Ensure that all events – whether large or small – are executed with elegance and professionalism.
 - Research proposed events, providing feedback on location, venue and format etc. for review.
 - Adhere to the annual budget for the programme – monitoring and reporting on expenditure and working to reduce annual operating costs where possible.
 - Liaising with the project funders and producing progress reports.
 - Research to support all aspects of the GIEO project.
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KEY WORKING RELATIONSHIPS

Internal: Senior Fellows, Director of Policy, Director of Communications, Director of Operations, existing researchers.

External: External consultants, conference coordinators and venue managers, service providers, LIF insurance providers.

PERSON SPECIFICATION

Experience:

- Experience of successfully planning and managing simultaneous operational projects and activities

- Successful execution of events across a range of sizes and formats, in both local and international locations
- Experience of working with a range of suppliers (e.g. production, catering, venues), in both local and international locations
- Management of budgets and associated expenditure
- Ability to write and produce high quality research
- Strong understanding of economics and the global political situation
- Knowledge of the Microsoft Office productivity suite, including PowerPoint, Excel, Outlook and Word

Skills:

- Good written and verbal communication skills
- Strong analytical experience
- Excellent attention to detail
- Critical thinking
- Sound commercial judgement and stakeholder engagement
- Proven planning skills and the ability to work reactively and proactively
- Self-motivation and initiative, with a capacity to achieve high quality outcomes at pace
- Strategic outlook with the ability to drive change
- Ability to build relationships with internal and external contacts across the organisational spectrum

Personal Attributes:

- Has a positive approach, and optimistic in outlook
- Has vision and desire to create value for the long term
- Self-motivated and able to drive activity forward
- Good judgement about when to use initiative and when to consult
- A hard worker who sets ambitious goals and perseveres to achieve them
- Consistently performs at a high level, pays attention to detail

GENERAL RESPONSIBILITIES

The post holder should undertake such other duties within the scope of the post as may be reasonably requested by their manager.

This job description reflects the main responsibilities of the post. From time to time there may be some changes in the emphasis to the duties or tasks without altering their general character or the level of responsibility. Should significant changes to the job description become necessary, the post-holder will be consulted and the changes reflected in a revised job description.

International travel will be a significant part of this role, so the successful candidate will need to be available and able to fulfil this.
