



JOB DESCRIPTION

Job Title: Partnerships and Events Officer	
Department /Division/Unit: Global Panel on Agriculture and Food Systems for Nutrition	
Faculty/Professional Service: London International Development Centre (LIDC)	
Location: 20 Bloomsbury Square, London, WC1A 2NS	
Reports to: Deputy Director	
Full Time/Part Time/Casual: Full time	Hours (if less than full time): Full time
Grade: 5	
<p>Job Context:</p> <p>London International Development Centre LIDC is a consortium of Colleges of the University of London which facilitates interdisciplinary research and training to tackle complex problems in international development. It brings together social and natural scientists from across the University of London's Bloomsbury Colleges to develop and implement research and training, and helps students in these Colleges to meet and learn about international development. A key recent focus of LIDC has been interdisciplinary and inter-sectoral research on agriculture and health for development. This programme places LIDC at the forefront of research on the effect of agricultural practice and policy on nutrition and health.</p> <p>Global Panel on Food Systems and Agriculture for Nutrition Launched at the Nutrition for Growth event on 8 June 2013 in London, the Global Panel on Agriculture and Food Systems for Nutrition is an independent group of influential experts advising decision-makers, particularly governments, on generating nutrition-enhancing agricultural and food policy and investment in low and middle income countries. The 11-member Panel is co-chaired by Professor Sir John Beddington and His Excellency John Kufuor. The purpose of the Panel is to provide global research and policy leadership to maximise the contribution of agriculture and food systems to improve nutrition and health outcomes, particularly of women and children.</p> <p>The Global Panel is supported by a Secretariat, based at the London International Development Centre (LIDC), whose activities are funded by Department for International Development (DFID).</p> <p>The Global Panel works to ensure that agriculture and food systems support access to nutritious foods at every stage of life. The Global Panel regard improving nutrition as a</p>	

global challenge, but one with a particular urgency for low and middle income countries where poor diets cause both undernutrition and a growing burden of diet-related Non-Communicable Diseases (NCDs). To address this challenge, the aims of the Panel are to catalyse research, consolidate evidence and experience, and promote evidence-based policies for agriculture and food systems that will improve nutrition.

The activities of the Global Panel are based on the following key areas:

- High-Level Roundtable meetings on food systems and diets, involving senior government, UN, civil society and private sector representatives, held in low-income countries
- Foresight 2.0 – the production, dissemination and launch of a follow-up to the Panel's 2016 study on the future of food systems and diets
- Production and dissemination of policy and technical briefs– including the launch of these by Panel members at key external events around the world
- Participation at international events to influence key actors in food system policies, especially with regard to low income countries.
- Meeting of the Panel and their representatives that takes place once a year

Overall Purpose of the job

The Global Panel Secretariat's Partnerships & Events Officer works with and provides support to the Director and Deputy Director to ensure the effective management of the Panel's partnerships and events. The post holder will serve as the liaison between the Director, Deputy Director and other members of staff, consultants, and external partners to lead on internal and external partnership efforts. A key area of focus will be strengthening stakeholder engagement activity and working directly with Panel members, Representatives, and other key partners to increase the visibility and impact of the Global Panel's work, develop strategic partnerships, and promote collaboration with other actors in the sector. The ideal candidate will enjoy working in a small, busy office environment. This post requires excellent networking, communication, problem-solving and organisational skills, as it involves working with a diverse group of senior stakeholders in a highly international environment. The post holder will be proactive and have strong administrative skills and be comfortable with a varied, dynamic job. This post will require international travel as needed in order to carry out these duties.

Principal Duties and Responsibilities

Communications

- Lead on preparation and organisation of international meetings, including workshops, brief launches, high-level roundtable meetings, liaising closely with the Foresight Manager, Communications Officer and Policy Research Officer for messaging, with the Finance and Administration Manager for overall project planning and with the Administrative Assistant for making travel and logistical arrangements.
- Initiate written and oral dialogue with technical nutrition and food systems experts to develop strategies for collaborative activities, events and papers.
- Develop, strengthen and build relationships with new and existing external partners in international ministries of health and agriculture, UN bodies, civil society organisations and others through ongoing communication, collaboration and partnerships.
- Translate complex concepts and technical information on nutrition and food systems into clear and concise language to promote the work of the Global Panel.

Executive Officer – Partnerships & Events

This includes tailoring key messages to be shared with various external audiences through a variety of media, including presentations made by Panel members, Representatives, Secretariat staff and funders to relevant partners and the public.

- Work with the Communications team to prepare detailed meeting briefs and speaking points, (with support of consultants when appropriate), for Panel members, Representatives, high-level dignitaries and invited speakers that provide critical background information and key messages on the project and meeting aims, as well as participant biographies for internal and external meetings, including but not limited to the Annual Panel meeting, Annual Representatives meeting, regional Foresight Report launches, regional workshops and high-level roundtable meetings.
- Serve as rapporteur for high-level roundtable meetings and workshops to distil key messages and action points from technical language, and then report conclusions and follow up with stakeholders to initiate and develop action plans.
- Take minutes for external meetings, including bilateral meetings with high-level decision-makers, and then circulate meeting reports to attendees, Panel members, Representatives and funders.
- Provide written and verbal input for reports to Global Panel members, Representatives, funders and external partners to provide clear and timely updates on Panel activity and progress, and to address any outstanding action points.

Teamwork and Motivation

- Collaborate with the communications team, consultants, Panel members, Representatives, and external partners to develop a strategy to engage stakeholders in parallel to each meeting that is aligned with the meeting agenda, aims and outputs, including promotional materials, press releases, infographics, website updates and Twitter content.
- Work closely with the Finance and Administration Manager and Administrative Assistant for development of events, and with the Communications Officer for social media, press-releases, media partnerships and website content.
- Actively contribute to the work of the Secretariat, including assisting on communications activities, event planning and implementation as well as logistics arrangements, brief publication, and general administrative support to the Secretariat as necessary.

Liaison and Networking

- Lead on content and planning for international high-level roundtable meetings organised by the Global Panel Secretariat and external partners, such as with the John A Kufuor Foundation in Ghana, the Office of the Prime Minister and Planning Commission in Uganda and the Federal Ministry of Agriculture and Rural Affairs in Nigeria.
- Develop, maintain and strengthen relations with external partners and stakeholders to secure high-level attendance at Global Panel events and raise the visibility of the Panel, including senior representatives from government, private sector and civil society organisations, such as National Planning Commissions, Ministries of Agriculture, Health, and Gender, the Food and Agriculture Organization of the United Nations (FAO), the World Food Programme, World Bank, , the Scaling Up Nutrition Network, Global Alliance for Improved Nutrition (GAIN), and HarvestPlus. Work in this area includes drafting and sending letters of invitation, participant and speaker briefs, meeting summaries and thank you notes for participants in Global Panel events.
- Attend external events on behalf of the Global Panel Secretariat to engage with key stakeholders, such as the FAO, the African Union Commission, the Alliance for a Green Revolution in Africa (AGRA), the All Party Parliamentary Group (APPG) on

Agriculture and Food for Development, the World Food Prize Foundation, the International Food Policy Research Institute (IFPRI), and Chatham House.

- Serve as the primary contact and liaison for the Global Panel on the African Leaders for Nutrition working group and the South Asian Policy Leadership for Improved Nutrition and Growth initiative.
- Maintain and foster excellent relations with colleagues and consultants at the Secretariat, at LIDC and representatives and members of the Global Panel, and external organisations to ensure targets and deadlines are met.
- Maintain membership of formal or professional networks.

Service Delivery

- Negotiate with partner organisations to ensure that all financial transactions adhere to donor compliance regulations as well as LSHTM finance guidelines, working with partners to request additional information as necessary.
- Proactively identify and approach potential partner organisations for collaboration. When working with partners, ensure the highest level of staff (e.g. ministerial or CEO) are engaged in discussion and action. Monitor collaborative outputs and activities so that they are executed at the highest standard of excellence as dictated by the Global Panel, LIDC, LSHTM and funders, including strategic planning of meeting themes, objectives, media visibility, safety and facilities.
- Extrapolate key data, messages and findings from Global Panel products and tailor meeting and briefing materials accordingly, liaising with communications, Foresight and research staff as appropriate.
- Anticipate and address any potential delays or obstacles in delivery of outputs and identify solutions, consulting the Director, Deputy Director and Finance and Administration Manager when necessary.
- Liaise with the administration staff responsible for the organisation of travel for the Director, Global Panel members, their representatives, consultants and the Secretariat, for booking flights, accommodation and ground transportation, applying for visas, submitting travel insurance and risk assessment forms, processing travel reimbursement claims, arranging meeting registration and preparing comprehensive travel briefs with necessary documentation for travel, serving as a resource to answer questions, troubleshoot potential issues, and approve as necessary.
- Willingly travel domestically and internationally to attend high-level meetings, workshops and conferences as required by the Global Panel Director, and maintain a flexible work approach and ability to adapt to situations on the ground, including observing cultural protocols, limited access to technology, and travel delays.

Decision Making

- Identify target individuals in external organisations and develop, follow and update an engagement strategy plan to initiate relationship building to promote collaborative activity.
- Complete and update the Global Panel stakeholder plan to determine objectives and methods of engagement. Serve as the point of contact for these individuals and organisations to promote the work of the Global Panel and shape international understanding of issues of nutrition, agriculture and food systems with external partners such as the World Bank, the FAO and international ministries.
- Ensure smooth running of Global Panel's events. Using sectoral knowledge of leaders in nutrition, agriculture and food systems, and being cognisant that these individuals are often called away to last-minute state-level business, identifying appropriate alternative high-level experts and ensuring their participation at short notice.
- Identify and action any tasks that must be completed within deadlines and when the Director is out of the office for international meetings, such as finalising meeting

reports, sending time-sensitive correspondence, issuing invitations, registering for events, and finalising travel.

- Collaborate with the Director on strategic decision-making for agenda development for Global Panel events, including how to maximise engagement with Panel members, Representatives and external partners and identifying individuals for the role of chair, moderator, speaker, and participant.
- Decide the safest, most cost effective and time efficient route of travel when organising overseas meetings.
- Work on a day-to-day basis managing own workload without supervision.

Planning and Organising

- Shape the development, organisation and execution of international high-level roundtable meetings and provide leadership and guidance on how to strategically shape agendas in order to achieve policy objectives and outcomes for the Global Panel and partner organisations.
- Develop work plans for Secretariat, consultants and external partners to manage subprojects to prioritise, delegate and track progress of various aspects of planning regional workshops, high-level round table meetings, and report launches. This includes conducting background research, devising concept notes, developing meeting aims, identifying speakers and key participants, managing logistical arrangements, sending and tracking invitations, preparing speaker briefs, preparing meeting materials, note taking and writing meeting reports and follow-up activity as necessary.
- Work with the Finance and Administration Manager to ensure subprojects are run within budget.
- Provide high-level support to the Directors, including creating and tracking project work plans and timelines, drafting letters, monitoring and maintaining email correspondence, preparing meeting briefs and proofreading and editing technical and policy documents.
- Collaborate with the Director, Deputy Director and Finance and Administration Manager to ensure the project's milestones and targets are met in a timely manner.
- Delegate and assign tasks to other staff, consultants, and other members of the Secretariat staff as necessary and on behalf of the Directors.
- Assist the Finance and Administration Manager and administrative assistance staff with preparation for Global Panel Annual and Representatives' meetings and other meetings hosted by the Secretariat at LIDC, including liaising with speakers to coordinate their travel and accommodation, ensuring that relevant audio-visual facilities are available, providing administrative support for the production of meeting documents and audio-visual materials, organising catering and social events, booking rooms and other facilities as well as any other necessary logistics.
- Co-ordinate with administrative team to reserve LIDC meeting rooms and assist with event set-up and clean up, working with the Administrative Assistant.

Initiative and Problem Solving

- Ensure smooth running of Global Panel's events. Using sectoral knowledge of leaders in nutrition, agriculture and food systems, and being cognisant that these individuals are often called away to last-minute state-level business, identifying appropriate alternative high-level experts and ensuring their participation at short notice.
- Formulate contingency plans and arrive in advance of overseas meetings and events in developing countries to minimise risk and disruption, such as if meeting materials are held up in customs, participants' luggage is lost, or to get clarity on any cultural or linguistic misunderstandings.
- Proactively anticipate problems and risks to the project, and provide solutions for any potential issues related to events hosting and administration, including political

<p>sensitivities, on-the-ground logistics and constraints, and delivery of planned outputs.</p> <ul style="list-style-type: none"> • Work with colleagues in the School's Finance department and the Finance and Administration Manager to ensure payment of suppliers providing services for overseas meetings and events, travel services, and consultancy work receive compensation in a prompt and timely manner. • Use discretion to initiate, respond to and follow up on any program work, action items and correspondence when the Director is out of the office. • Work with the Director, Deputy Director and Finance and Administration manager to select meeting dates, places and times, and to organise and to oversee the distribution of meeting documents.
<p><i>Analysis and Research</i></p> <ul style="list-style-type: none"> • Carry out stakeholder engagement research and analysis to identify key experts, organisations and government bodies working on specific areas of nutrition and agriculture and determine the optimal strategic approach to ensure active engagement with the Global Panel and its work. • Conduct background research for projects, meetings and initiatives as necessary, including in-country meetings by extrapolating and synthesising data from sources such as the Global Nutrition Report and the Global Hunger Index liaising with the Policy Research Officer where appropriate. • Serve as rapporteur for regional workshops and roundtable meetings.
<p><i>Additional Information</i></p> <ul style="list-style-type: none"> • Willingly undertake other activities that may arise in service of effectively delivering the Global Panel's outputs.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.



PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> A first degree or equivalent experience. A postgraduate degree or equivalent experience in an agriculture, nutrition or development area 	E D
Experience	<ul style="list-style-type: none"> Substantial successful events management experience, preferably in an academic/ international development context Experience working in a small team and communicating with a wide range of people in a multicultural environment, including external stakeholder management 	E D
Knowledge	<ul style="list-style-type: none"> Ability to use initiative, meet tight deadlines and manage own workload through effective prioritising and time management Knowledge of current food systems and nutrition issues particularly in the context of international development 	E D
Skills	<ul style="list-style-type: none"> Excellent communication skills, including verbal and written proficiency, great attention to detail, and ability to take clear and concise meeting notes Strong relationship management skills and ability to work as part of a team and with a diverse range of colleagues and stakeholders Excellent relationship development and management skills, with a proven ability to build strong relationships with key stakeholders within a multicultural context Good administrative, negotiation and business skills 	E E E D

Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to deal confidently, professionally and politely with face-to-face, telephone, written and email interactions with high-level Panel members, their Representatives, funders, and external stakeholders. 	E
	<ul style="list-style-type: none"> • Experience and comfort with international travel and engaging with partners in multicultural context 	D

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: November 2019

SALARY & CONDITIONS OF APPOINTMENT

The post is full time and fixed-term until 31st March 2021. The salary will be on the Professional salary Grade 5 scale in the range £34,854 to £40,011 per annum (inclusive of London Weighting). The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Director's Days". Membership of the Pension Scheme is available. The post is based in London at 20 Bloomsbury Square.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk. Please quote reference LIDC-LIDC-2020-03.

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points