

JOB DESCRIPTION



Job Title: Scholarships Administrator
Department: Education Services
Faculty/Central Service: Central Services
Location: Tavistock Place 2
Reports to: Scholarships Manager
Full Time/Part Time/Casual: Full-time
Grade: Grade 4
Overall Purpose of the job: The post holder will report to the Scholarships Managers and will be responsible for the delivery of a high quality, user-focussed scholarships administration service for the School. The post holder will be responsible for administering scholarships and trust funds to students, liaising with sponsoring organisations and providing general administrative support to a busy Registry.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

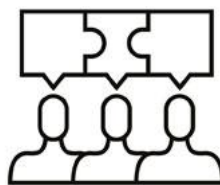
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

About the School

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Research income has grown to over £85 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Master's and Research students, 2,900 studying Master's by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is highly ranked in various university league tables. It was named as Times Higher Education's University of the Year in 2016 as well as the world's leading research-focused graduate school in the Times Higher Education World Rankings in 2013. In 2014, it was ranked in the top 10 universities in the world for citation rate by the new EU-supported U-Multirank database, fourth in the world for impact in medical sciences by the Leiden Ranking and third in the world for social science and public health in the US News Best Global Universities Ranking. According to the results of the UK government's Research Excellence Framework, published in December 2014, the School was ranked second overall (after the Institute for Cancer Research) on the key measure of impact.

The Division of Education

The Division of Education is led by the Secretary & Registrar and the Pro-Director (Education), responsible for leading the strategic development of the School's education provision and maintaining oversight of its operational delivery.

The Division manages and supports the School's education provision (taught programmes and research degrees) by bringing together staff from the School's academic faculties and professional support staff, to maximise the quality of learning and teaching provision and to enhance the student experience. The School comprises three academic faculties that are responsible for developing and delivering the academic programmes: Epidemiology and Population Health (EPH), Infectious and Tropical Diseases (ITD) and Public Health and Policy (PHP).

The School presents unrivalled opportunities for postgraduate study of the major disciplines related to public health and tropical medicine and seeks to offer challenge, choice and student-centred learning. In accordance with the School's mission, the postgraduate teaching programme aims to contribute to an improvement in the health of individuals and populations, and to the advancement of medical and health sciences, both in the UK and internationally. The School is one of the autonomous colleges that form the federal University of London. On successful completion of their studies, students gain a University of London degree.

The School currently offers a range of taught master's degree programmes (face-to-face and distance learning) and research degrees (MPhil, PhD & DrPH), many of which can be studied on a full-time or part-time basis. In addition, a short study programme provides intensive advanced learning through a range of shorter continuing professional development courses. There is increasing emphasis on diversifying the methods of delivery (distance, eLearning) and on allowing students to mix these modes ('blended' learning).

Registry

The School's Registry has responsibility for supporting London-based teaching and research training programmes by maintaining and advising on strategy, policies, procedures and regulations; processing applications and applicant visas, admissions and registering students; managing scholarships and tuition fees, supporting students during their study, and administering assessments.

Further details, including a full list of Registry staff and an organogram can be found on our website:

<https://www.lshtm.ac.uk/study/student-services/registry-services>

Main Duties and Responsibilities

1. SCHOLARSHIPS

To administer applications for scholarships by:

- liaising with academic faculties on fee and stipend levels,
- ensuring opportunities are made available to prospective applicants,
- liaising with the payroll office over stipend arrangements,
- developing and maintaining appropriate advertising of scholarships,
- advising prospective scholarship applicants,
- processing scholarship applications,
- convening scholarship panel meetings,
- maintaining an accurate record of applications for external and internal scholarships,
- initiating correspondence relating to scholarship applications,
- arranging travel for scholarship-funded students,
- processing applications for field work expenses, internships and placements, and other scholarship related costs,
- setting up new scholarships
- monitoring and reconciling scholarship budget expenditure,
- raising quarterly invoices to funders
- liaising with the Admissions team to ensure that pre-arrival requirements are administered effectively; and
- transferring research training support grants to academic faculties.

2. LIAISON WITH EXTERNAL FUNDERS

To advise and liaise with external bodies by:

- assisting with periodic research council reconciliations,
- entering student data onto online funding portals, such as the various Research Councils and Chevening and Commonwealth Scholarship Schemes; and
- assisting with correspondence and reporting requirements

3. TRUST FUNDS

To process and distribute trust fund monies by:

- advertising trust funds to each year's cohort of students
- processing applications received
- checking travel receipts in respect of claims; and
- raising payments to successful applicants.

4. OTHER DUTIES

To provide support by:

- answering general enquiries at the Student Hub
- registering new and continuing students, checking their eligibility to register and participating in registration sessions for new students throughout the year.
- proactively attending relevant user groups, training and conferences
- providing support at the School's annual Graduation ceremonies
- Covering the duties of other Registry staff during absences, as requested;
- Undertaking any other responsibilities or duties as reasonably delegated by the Head of Admissions, Head of Registry, or their nominee.

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 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 Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM 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 and Development Review (PDR).

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.

Competency	Evidence	E / D
Education, Qualifications and Training	• Hold an undergraduate degree or equivalent professional experience	D
Experience	• Experience of working in higher education administration • Experience of interpreting and implementing regulations, policies and procedures. • Experience of using a large student database and extracting data for reporting purposes	D E E
Knowledge	• Knowledge of relevant legislation (e.g. GDPR, Equality Act).	E
General	• Ability to lead and manage small projects • Ability to prioritise own workload and work flexibly to meet conflicting deadlines, often under pressure. • Ability to work as part of a team and independently. • Proven ability to provide an effective level of customer service • Very strong attention to detail and accuracy skills. • Excellent verbal, written and presentation skills. • Excellent numeracy skills • Strong influencing and negotiating skills. • Highly competent in a wide range of IT applications and software.	D E E E E E E E

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: September 2026

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1.0 FTE. The post is available immediately. The salary will be on the LSHTM salary scale, Grade 4 scale in the range £34,741 - £38,986 per annum pro rata (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 "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows - promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, 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 job classification, skill level, salary or qualification requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.