

Research and Business Development Associate – Trade Policy Hub

LSE Enterprise Ltd

Salary: £42,000 per annum

Contract type: Full-time, fixed-term for one year (with potential for extension).

Location: London, UK (hybrid working available); a minimum of two days in the office in Aldwych

About LSE Enterprise and the Trade Policy Hub

LSE Enterprise is a wholly owned subsidiary of the London School of Economics and Political Science. It serves as the contracting vehicle for activities delivered by LSE Consulting. The [Trade Policy Hub](#) is a flagship initiative within LSE Consulting providing cutting-edge, evidence-based analysis and capacity-building in international trade policy. The Hub works with governments, international organisations, and civil society to support inclusive, sustainable, and development-oriented trade policy.

The individual will be employed by LSE Enterprise, which manages the contractual and operational aspects of both LSE Consulting and the Trade Policy Hub.

The Role

We are seeking a **Research and Business Development Associate** to join the Trade Policy Hub team. This is a dynamic role that combines business development, project management, and policy research. The successful candidate will play a key role in delivering high-quality consulting and research projects in international trade and sustainable development, supporting the Hub's mission to make trade policy more transparent, inclusive, and effective.

Key Responsibilities

Policy and strategy:

- Scans and feeds insights to support strategy, monitor developments in the external policy and funding landscape (UK, EU, and international) to identify relevant opportunities.

- Contribute intelligence to TPH's business development strategy by scanning for new public and private opportunities.
- Support the development of strategies to grow academic engagement in consultancy.
- Undertake market scoping and research activities to inform business development.
- Monitor relevant public procurement opportunities and contribute to the strategic growth of the Trade Policy Hub's portfolio.
- Contribute to the dissemination of research findings through reports, presentations, and policy briefs.
- Develop collaborations across the School and externally to deliver interdisciplinary opportunities

Business Development:

- Lead and support the development of competitive proposals and bids for trade-related consulting and research projects.
- Identify and develop new business opportunities with public, private, and third-sector clients.
- Build strong relationships with academics across departments and centres to encourage consulting activity.
- Support the preparation and submission of bids, drafting sections as required and coordinating contributions.
- Contribute to the design of methodologies, budgets, and compliance requirements in proposals.
- Contribute to income targets by generating new consulting opportunities through partnerships, preparing proposals and winning contracts.
- Draft and contribute to sections of technical and methodological proposals.

Project Management:

- Provide project management support for selected projects, including reporting, team coordination, risk monitoring, and budget distribution.
- Act as liaison between project team and clients for assigned projects, ensuring clarity of deliverables and timelines.
- Monitor project progress and escalate challenges where necessary.

- Manage and coordinate ongoing projects, ensuring timely delivery, budget compliance, and client satisfaction.

Research and Product Development:

- Conduct policy research and analysis on trade-related topics, including core trade policy, trade and sustainable development, digital trade, trade and industrial policy as part of proposal writing.
- Contribute to product development in line with TPH's strategy

Person specifications

- Master's Degree in Social Sciences, Humanities, Public Policy, International Relations, or a related field (RQF Level 7)
- A minimum of 3-years demonstrated experience in policy research, consulting, or project management, ideally in the field of international trade, investment, sustainable development or economic policy.
- Ability to develop and tailor offers or initiatives to meet the needs of clients, stakeholders, or target audiences
- Experience supporting the development of new offers and project proposals
- Experience collaborating with interdisciplinary or cross-sector teams
- Qualitative, quantitative or mixed- method research skills (e.g. interviews, documentary analysis, surveys)
- Experience with working in an international environment
- Knowledge of social sciences and experience in policy development or consulting, ideally involving both public and private sector stakeholders.
- Familiarity with procurement processes, contracting, or commissioning of services—whether in public sector, consulting, or other relevant contexts.
- Ability to self-motivate and an ability to work with minimal supervision to prioritise work and meet deadlines.
- Ability to work collaboratively in a fast-paced, interdisciplinary environment.
- Strong understanding of global trade institutions, UK, EU or other national trade policies, industrial policy or development policy.

Why Join Us?

This is an exciting opportunity to work at the intersection of academia and policy, contributing to real-world impact in global trade. You will be part of a supportive and intellectually stimulating environment, with opportunities for professional development and promotion, subject to performance and growth potential of the Trade Policy Hub.

Application Process

To apply, please submit:

- A **CV**
- A **brief email** outlining how you meet the requirements of the role

Shortlisted candidates will be invited to complete a **written task**, followed by **virtual or in-person interviews** to be held in October

Start date: October 2025 (negotiable)

To learn more about TPH, please visit: <https://www.trade-policy-hub.com/>

Closing date: 15 October (23:59 UK time)

For queries about the role, please contact: Dr Elitsa Garnizova, e.v.garnizova@lse.ac.uk