



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: Assistant Editor, LSE Higher Education Blog

Department: Eden Centre for Education Enhancement **Accountable to:** Editor

Job Summary

The post holder will be responsible for commissioning, editing, and posting content for the LSE Higher Education (HE) Blog. The Assistant Editor will liaise closely with the Editor to ensure the blog functions as an outward-facing forum for academics, educators, and students to share and discuss their experiences and insights into teaching and learning, and to present a bold, multi-perspective view of higher education in the UK and globally, informing stakeholders and the wider public in a timely and balanced manner.

Duties and Responsibilities

Editorial

- Commission articles for different blog categories that showcase good teaching and learning practice at the LSE and other universities nationally and internationally and explore key issues in the sector from a variety of perspectives – academics, students, alumni, educators, non-academic commentators, etc.;
- Research potential blog contributors, pitch ideas to them, brief them on the blog post requirements and editorial process, and liaise with them till post-publication;
- Apply editorial criteria, sub-edit, proofread, prep blog posts for publication on the blog (including images, visuals, blurbs, etc.), approve honoraria for student contributors;
- Make day-to-day decisions on whether submitted posts are of sufficient quality to be posted, when posts need to be referred to the Editor for adjudication, etc.
- Handle all the technical aspects of the blog including posting content on the Wordpress site, handling comments, updating the look and feel of the blog, using plug-ins and blog tracking software (Google Analytics);

Content creation (optional)

- Conduct journalistic-style interviews with key players that include high-profile academics,



students, non-academic commentators etc.;

- Host podcasts and front short films (vox pop) on relevant topics for the blog, draft scripting notes and talking points for hosts;

Planning and organising

- Plan, organise, and schedule a regular supply of timely and relevant posts; and monitor progress, adjust priorities, and identify the need for further action to ensure the blog runs efficiently;
- Liaise with LSE and external podcast producers, videographers, social media managers to produce podcasts and shorts;

Communication

- Promote the blog, maintain its social media presence, and monitor social media activity concerning key areas within the scope of the LSE HE Blog;
- Maintain links and liaise effectively with other LSE blogs, internal departments, external organisations; join blogging communities of practice, etc.;
- Build relationships and network effectively with contributors, readers and other key stakeholders via email and in person by attending relevant events both at LSE and externally;

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.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

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](#)



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Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.