



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: Communications and Events Assistant

Department/Division: Department of Health Policy
Accountable to: Communications and Marketing Manager

Job Summary

The post holder will work with the Department of Health Policy Communication and Marketing Manager to deliver a wide range of events and assist with internal and external communication. The Communications and Events Assistant will be involved in updating the Department's website, promoting events, copywriting, maintaining the departments social media channels, producing newsletters and working closely with faculty and PSS colleagues to run the Departmental and Internal Seminar Series. They will be required to develop and maintain excellent working relationships with internal and external stakeholders in the delivery of effective communications activities for the Department.

Duties and Responsibilities

Events Administration

- Providing administrative support for Departmental public lectures/events, internal seminars and student experience initiatives, in liaison with the other departmental staff.
- Working with the Communications and Marketing Manager on the delivery of student recruitment events and activities including the administration of online information sessions.
- Attending public lectures and student events to ensure their smooth running and delivery. As the Department's events typically take place on weekday evenings from 6:30-8pm, please note that this position will require some evening work.
- Providing administrative support for departmental events, including, but not limited to, booking rooms; arranging catering; organising audio-visual facilities; booking hotel accommodation and travel arrangements for guest speakers and other participants; ensuring risk assessments are completed where required; tracking guest invitations; liaising with speakers as necessary.
- Preparing publicity materials for events and ensuring promotion of events both internally and externally, including maintaining events distribution lists, liaising with the



Communications and Marketing Manager, and creating content for social media.

- Providing in person support and be the main in-event contact for the Departmental and internal seminar series.
- Liaising as appropriate for each event with the academic convenor, speakers, guests, external suppliers, LSE events staff and other contacts as necessary.
- Working with the programmes team on student community initiatives.

Communications/Social Media

- Maintaining the Department's social media presence across a variety of platforms (including LSE Student Hub) in order to raise the profile of the Department's educational/student experience initiatives, research, and public engagement.
- Scheduling appropriate original content on the Department's social media accounts, as well as appropriate re-posting, bearing in mind Best Practice/School policy.
- Gathering analytics for social media channels.
- Writing content, collating, proof-reading and delivering departmental newsletters in collaboration with other staff.
- Liaising with the LSE Communications Division to ensure that Department's activities are further disseminated as necessary.
- Contributing to the Department's Alumni engagement and student voice activities.
- Preparing timely communication materials across digital and print in line with LSE house style.
- Editing of video/audio and publication via the department's channels.
- Promoting Departmental activities through appropriate channels and networks to increase engagement.
- Generating weekly student recruitment report and supporting marketing and recruitment activities.
- Updating the Department's website.

General

- Employing excellent written and oral communication skill.
- Maintaining an outstanding level of attention to detail in all aspects of the role.
- Ensuring excellent service delivery across all areas of the role.
- Acting as the first point of contact for deliveries and guests.
- Planning, prioritising and organising own work in accordance with agreed deadlines and objectives.
- Resolving problems as and when they arise and understanding when to refer/escalate to other colleagues.
- Working effectively as part of a team and with other Department and School colleagues
- Participating constructively in Department team meetings and one-to-one meetings.
- Offering ad hoc support to the PSS team during busy periods and providing cover during periods of absence.
- Participating in internal networks relevant to their role.



- Contributing actively and positively to wider objectives of the professional services team and department.
- Undertaking other duties, which are consistent with the nature and grade of the post, in response to Department needs.

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](#)

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.