



## 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: Outreach Assistant**

**Department/Division: LSE Cities**

**Accountable to: Outreach Manager**

### Job Summary

LSE Cities carries out research, education and outreach activities in London and abroad. Its mission is to study how people and cities interact in a rapidly urbanising world, focussing on how the design of cities impacts on society, culture and the environment.

We are now searching for a highly-organised and motivated Outreach Assistant to work in supporting the LSE Cities Outreach Manager in the organisation and delivery of the 2018 Urban Age Conference which will take place in Addis Ababa, Ethiopia in November 2018. Organised by LSE Cities and Deutsche Bank's Alfred Herrhausen Gesellschaft (AHG), with about 50 invited contributors from around the world, the conference will focus on the major challenges facing cities in an era of rapid change and the strategies that are being adopted to cope with these challenges.

### Duties and Responsibilities

#### Urban Age Conference

- Assisting with the drafting and sending out of speaker/participant invitations, and monitoring/following up on responses
- Gathering and inputting data regarding speaker/participant logistics and maintaining accurate records for each individual
- Coordinating speaker/participant logistics – including managing and booking flights, itinerary, dietary requirements, visa support and guidance, other administrative and logistical support
- Liaising with our project partner AHG regarding various aspects of conference logistics and delivery
- Liaising with our event agency in Addis Ababa regarding various aspects of conference logistics and delivery
- Assisting with collation and editing of participant bios and photos
- Gathering and inputting data relating to conference arrangements and ensuring accurate and clear records of relevant tasks
- Acting as a point of contact for enquiries relating to the Conference, responding to requests for information via email and phone
- Liaising with general attendees and related queries



- Assisting with the production and mailing of speaker/participant briefing documents
- Assisting with the preparation of a range of pre-conference logistical support such as the preparation of conference packs, printing and collating event materials, brochures and signage, producing name badges, wristbands and lanyards
- Updating the detailed logistics schedule for the conference organisation and delivery and providing regular progress updates on relevant task areas to the project team
- Organising meetings for the project team
- Producing agendas and meeting notes for the team
- Compiling information and data related to your post, as requested, and to report this to management/relevant meetings as needed
- Carrying out routine office tasks such as filing, photocopying, mail outs and room bookings
- Providing hands-on support throughout the duration of the conference set-up and throughout the conference, for example, dealing with speaker requests, working with local stewards
- Assisting with post-conference event logistics such as collecting and uploading event feedback, liaising with participants/speakers

#### **Other Outreach Assistance**

- Supporting the Outreach Manager in the organisation and delivery of other events, as and when required
- Supporting the delivery of a number of Urban Age book launches, including arranging speaker logistics, coordinating invites, communicating and publicising the launches and assisting at the actual events
- Assisting with the communication and publicity of public events both within the school and externally
- Undertaking any other duties at the request of the Outreach Manager, Managing Editor or Centre Manager

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. This role will require international travel to Ethiopia during the conference as well as longer working hours leading up to and during the period of the conference itself for which Time Off in Lieu (TOIL) would apply.

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



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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.