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 post holder.

Job title: Communications and Events Officer

Department/Division: Geography & Environment
Accountable to: Communications and Events Manager

Job Summary:
A communications/events role to promote the Departmental profile to internal and external stakeholders and to actively initiate the accurate production of publicity material, departmental literature and events. To develop and maintain the Departmental website and social media channels. To establish and sustain relationships with a variety of stakeholders including staff, students and alumni.

Duties and Responsibilities

Knowledge and Experience
- To write engaging news items for the Department. To proactively seek out news from staff and students, and communicate with LSE's Communications Division where appropriate.
- To write, collate and proof-read a wide range of written publicity/information materials for departmental programmes e.g.: Departmental handbooks, prospectuses, applicant post-offer contact emails and newsletters.
- To produce Department promotional visual materials such as videos, interviews and posters.
- To maintain the Department's social media presence across a variety platforms. To stay abreast of new developments in social media and work to ensure the Department remains at the forefront of social media in the School.
- To maintain the Departmental website including the overall layout, design, and day to day running of this website and liaising with LSE's Digital team.

Communication
- To attend relevant School meetings with the Communications Division and Events Office.

Service Delivery
- To support academic staff as a means of improving research dissemination and impact.
- To maintain the Departmental notice boards, staff photo board and display case.

Initiative and Problem Solving
- To actively initiate methods of promoting the Departmental profile to the external world, e.g. in research, publications, newsletters, events, academic staff profiles.

Planning and Organisation
- To organise and promote public lectures, support academic workshops, conferences and seminar series, as well as student careers events in conjunction with LSE Careers.

Liaison and Networking
- To collaborate and liaise with internal and external service providers to ensure production of

- materials is achieved in a timely manner and to the required standard.
- To engage with LSE Careers, helping to develop and promote their events for our current students.
- To assist, as necessary, with departmental networking initiatives.
- To facilitate links between external and internal stakeholders and the Department.
- To maintain and develop relationships with the Department's alumni community.

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.