



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: Events Administrator (CEMS Annual Events 2023)

Department/Division:
Department of Management Project & Events

Accountable to:
Manager (CEMS Annual Events 2023)

Job Summary

The postholder will primarily be responsible for the administration, management and maintenance of the CEMS Annual Events 2023 event management platform, hosted on EventMaker. In addition, they will assist in the administration and delivery of the Annual Meetings – a series of meetings that take place on campus during the event as well as providing ad-hoc support to the project.

Duties and Responsibilities

- Administration, management and maintenance of the CEMS Annual Events 2023 event management platform hosted on EventMaker. This will include uploading and updating the event programme, uploading and updating information relating to participant travel plans (such as hotel accommodation, visas and London travel information), sending out the event communications to participants in line with the communications plan and responding to participant queries.
- Editing the CEMS Annual Events 2023 website. This includes adding new content and keeping the site up to date.
- Process participant refunds as necessary
- Assist with the organisation and delivery of the CEMS Annual Meetings, a series of meetings that take place on campus, including online and hybrid arrangements. Duties will include managing meeting room requirements; liaison with internal and external service providers, such as LSE Portering, LSE Catering, LSE Security and the LSE audio visual unit; liaison with CEMS Central Office, including providing briefings; and communicating with other interested School parties
- Provide ad-hoc administrative support to the CEMS Annual Events 2023 Project as required.
- Provide final attendee lists for all Annual Events for registration on campus & QR scanning at London ExCel.
- Assisting with all aspects of the volunteer and casual staff ('events office stewards who are LSE students') for events including hiring, training, scheduling and payment of staff.
- Deputising for the Project & Events Manager (CEMS Annual Events 2023) with regard to day to day queries, relating to the project.
- Monitor registration numbers for all the events to ensure numbers don't exceed capacities and provide regular reporting to the Project team.
- Attending the CEMS Annual Events in December 2023



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.