



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Senior Events Officer

Department/Division: International Growth Centre
Accountable to: Research Communications Manager

Competency	Criteria	E/D
Knowledge and experience	Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook	E
	Educated to degree level (or equivalent)	E
	Experience of event organisation	E
	Experience of participating in the delivery of events and/or conferences	E
	Experience of budgeting for events and tracking spending.	E
	Experience of conference organisation overseas.	D
	Experience of working in an administrative role in economic research or public policy environments	D
	Academic study or a strong interest in economics or development	D
Communication	Experience of project management	D
	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to understand and convey information in a clear and accurate manner in person, by telephone and via email	E
	Evidence of acting as a point of reference for others and fielding enquiries appropriately and efficiently	E
	Understanding and expertise in web editing, web management tools, and social media	D



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Teamwork and motivation	Demonstrated ability to work as part of a team	E
	Ability to work with limited supervision and use own initiative	E
	Ability to work with a range of teams across a large and complex organisation	E
	Ability to manage external suppliers, such as event organisers, travel agencies, hotels	E
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	E
	Ability to facilitate networking through the maintenance of contact databases	D
Planning and organisation	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure	E
	Evidence of the ability to work independently and with minimum supervision in challenging environments	E
	Evidence of attending to detail while producing timely work within deadlines	E
	Demonstrated ability to prioritise work given by a number of colleagues	E
	Experience of implementing and monitoring processes	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.