



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



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: Senior Events Officer

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

Job Summary

The International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Based at LSE and in partnership with the University of Oxford, the IGC is funded by the UK Department for International Development (DFID).

The Senior Events Officer will be responsible for all IGC UK-based events, managing and organising conferences, public lectures, seminars, and talks; ensuring events are well planned and run smoothly to budget. The role will also provide expert advice and support to IGC events held abroad, through working closely with IGC staff in our partner countries, and general communications support for the IGC.

Duties and Responsibilities

Events

Overall responsibility for IGC's programme of events, including overall programme design, developed in collaboration with senior management.

To manage and organise IGC's UK events, including, but not limited to, conferences, public lectures, seminars, workshops, and talks.

To set and oversee timelines, roles, and responsibilities for IGC's UK events.

To manage operational and administrative functions to ensure all event projects are delivered effectively: liaising with external venues or LSE departments, booking appropriate venues, and overseeing on-site logistics.

To act as main point of contact for event speakers and delegates: developing excellent customer service standards, issuing invitations and coordinating their travel and accommodation, and ensuring compliance with the IGC travel policy.

To manage UK supplier relationships: sourcing vendors and negotiating agreements in line with IGC's value for money policies, ensuring compliance with IGC budget guidelines.

To maintain an up to date catalogue of internal and external event venue options and contacts.



To oversee logistical arrangements for hub and (on occasion) country team members in organising complex overseas and UK itineraries, preparing for events, and for country visits to both London and abroad.

To provide specialist expert advice and support to country teams in organising events based in partner countries. This can include providing advice and expertise in event management and logistical support.

To develop knowledge of LSE processes and build and maintain working relationships internally with administrative colleagues across the School, especially conferences and room bookings.

To maintain working relationships with LSE departments, UK and overseas contacts and organisations, including partner institutions and office managers, in order to plan and deliver co-hosted/side events.

With the Research Communications Manager, prepare and track event budgets: keeping track of expenses and invoices and monitoring status of payments.

To manage event interns and event staff (AV technicians, caterers, porters, security team), prepare briefings and on-site inspections.

To work closely with the IGC monitoring and evaluation team to support event evaluation in order to improve future delivery of events.

Communications Team Support

To manage the event section of the IGC website: maintaining an up-to-date catalogue of forthcoming and past events, setting up registration, and ensuring all event content is updated regularly.

To support the Managing Editor with scheduling and uploading content to the IGC blog.

To work closely with the Communications Officer in the preparation of communications materials, social media content, and other online content for events.

To manage the IGC mail lists, develop and maintain a contacts database and file sharing systems, and assist with general communications planning.

To assist with the induction of new members of staff when necessary, introducing them to staff members, providing support and advice, and explaining the systems and procedures used in the IGC hub office.

Other

To independently prioritise and manage own work.

To show initiative in responding to individuals by providing information without supervision in a prompt and efficient manner.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual



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orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#)

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.