# 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: Managing Editor, Religion and Global Society blog Ref no.:**

**Department/Division: Faith Centre/IGA** **Accountable to:** **Faith Centre Director**

|  |
| --- |
| **Job Summary**  This post is suitable for a motivated and entrepreneurial person with a keen interest in the role that religion plays in world affairs and experience of the academic study of religion.  The Managing Editor will oversee the rebranding of LSE’s highly successful [Religion and the Public Sphere blog](http://blogs.lse.ac.uk/religionpublicsphere/) to a new Religion and Global Society blog that will better reflect the Faith Centre’s expanding involvement in the international sphere (both in its student programmes and its work with the Foreign Office) and its new partnership with the LSE Institute of Global Affairs. It may also incorporate the [Faith Centre blog](http://blogs.lse.ac.uk/faithcentre/) to combine student experience with high level academic output on the interface of religion and global affairs today.  The Religion and Global Society blog will seek to be the source of LSE’s public output on religion in world affairs. It aims to do this through:   * Enhancing the visibility and accessibility of LSE research on this topic in order to engage academic and non-academic audience’s world-wide. * Building cross-institutional links with academics, research institutes and organisations from outside the school. * Building capacity and training for PhD students who are undertaking research in this area.   The Managing Editor will therefore be responsible for promoting relevant LSE research, projects and events through commissioning articles, reviews, interviews and hosting podcasts/videos. He/she will seek out series collaborations with other LSE blogs and publish pieces from LSE PhD students. The Managing Editor will also help place op-ed and opinion pieces, written by Faith Centre and IGA staff, in the mainstream media and will invite those from outside of LSE to author guest posts.  The Managing Editor will use social media channels to promote the blog, making LSE’s work on religion more visible to academics, civil society actors, faith/community leaders, the media, government and the general public. He/she may also generate content for the blog by working with others to organise conferences, seminars and the closer interaction between graduate students working on religion at the LSE and beyond. |

|  |
| --- |
| **Duties and Responsibilities** |
| * Oversee the transition of the Religion and Public Sphere project into the new Religion and Global Society (RGS) blog, developing the new partnership between the Faith Centre and the Institute of Global Affairs. * Commission contributions for the RGS blog from academics, policymakers and external researchers such as those in think tanks, charities and religious institutions. * Make day to day decisions on whether submitted posts are of sufficient quality to be posted and when posts need to be referred to others for adjudication. * Edit contributions in line with the blog’s style guide and ensure the writing is of a high quality, accessible and fully evidence-based. Also being able to assess potentially sensitive issues covered in posts, seeking advice as necessary. * Where necessary, edit posts to ensure that written data analysis and statistics in posts are made more accessible to the general reader. Provide additional data collection or analysis where this would strengthen posts. * Communicate sensitively with contributors about any improvements or concerns with their submitted content, liaising as appropriate in the most difficult and sensitive cases. * Liaise with current and potential contributors, and with LSE and external stakeholders on the day to day running of the blog. * Plan, organise and maintain a regular supply of posts for the RGS blog. * Handle all the technical aspects of the blog including posting content on the Word Press site, handling comments, updating the look and feel of the blog, using plug-ins. * Utilise blog tracking software (Google Analytics) to be able to report on the impact and reach of the blog, and to identify any trends in blog statistics. * Utilise related social media channels in order to disseminate the blog posts widely and create discussion and debate around the ideas developed on the blog on Facebook, Twitter, Linked In, Instagram, keeping up to date with the development of current social media software. * Be an active part of the LSE-wide Blog Committee (made up of Managing Editors from around the School) to decide on short term blog aims, and report periodically on blog progress. * Work with Faith Centre and IGA staff to develop LSE engagement with religion, possibly convening conferences or seminars for graduate students working in this area. |
| **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](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Internal/staff/OL/Effective-Behaviours-Framework.pdf) |
| **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. |