



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: Graduate Intern: Student Community Projects

Department/Division: Health Policy

Job Summary

The Student Community Projects intern will evaluate, influence, improve and develop the student experience, and how students engage with their time at the LSE at a departmental level. This role would support the work of the entire Professional Services team (Marketing, Communications and Programme Admin teams) to identify ways in which we can improve the student journey in our day-to-day work. This role would develop and implement strategic projects in student community relations to support wellbeing, mental health and inclusivity.

Duties, Responsibilities, Training Provided and Development Outcomes

Job details

The Department of Health Policy trains and inspires people passionate about health by advancing and challenging their understanding of health systems and the social, economic and political contexts around them. The Department is home to around 400 postgraduate students, who study on 5 MSc programmes (one in partnership with the London School of Hygiene and Tropical Medicine (LSHTM)) and 4 Executive MSc programmes. This means we have a unique diversity among our student community.

As a young department, we know we can do more to support our student communities to improve their overall student experience, by creating opportunities outside of the classroom, building a “student voice”, connecting them with past students and creating a “you-asked-we-did” dialogue between students and staff.

The Student Community Project intern would support the department’s professional services team to identify ways in which we can improve the student journey in our roles, and build a

Voice: To support the student voice, attending staff-student liaison committees, meeting with the student representatives and reporting their recommendations to empower us to create strategies to provide positive experiences.

Student communications: To support the restructuring of student communications, to create a system for student-led blogs, events and opportunities.



Website and social media: To support the creation of a “Student Life” exchange on the LSE Health Policy website to promote networking between prospective, current and former students. To support the development of the Department’s social media strategy to engage with current students and alumni.

Measurement and evaluation: To conduct market research among our MSc and Exec MSc student communities to identify areas of improvement and need. To make recommendations from this data to help to shape a new student-led content strategy to make a difference to student life in the department.

Creativity: To support the creation of a pre-arrival communication space / virtual student common room. To define the contents of student “Welcome Week” packs, the ordering and compilation of these. To design communications materials (posters, imagery, social media cards) to support your communications work.

Teamwork & motivation: To engage staff to support your activity as needed. To work collaboratively with other members of the Department’s academics and the Professional Services Team To convene, work with and support teams of relevant academic and PS staff when necessary to discuss and formulate action plans on specific areas.

Liaison and Networking: To develop working relationships with staff within Health Policy and beyond.

Training provided

- Survey-making softwares
- High level training on design softwares, as required (Adobe Creative Cloud)
- Social Media training
- Website CMS training

Development Outcomes for the Graduate Intern

This Graduate Internship will provide an opportunity to develop skills in communications and design, website management, teamwork with stakeholders spanning several levels of seniority, market research and reporting. It should provide the appointee with confidence and examples of end-to-end strategic project management, from development to evaluation.

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



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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.