



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: Blog Editor and Communications Manager

Department/Division: Firoz Lalji Centre for Africa **Accountable to:** Centre Manager

Competency	Criteria	E/D
Knowledge and Experience	Post-graduate qualification (or equivalent experience) in Journalism, International Development, International Relations, African Studies, Anthropology, Sociology and/or Geography	E
	Demonstrable knowledge of current African political, economic and social affairs	E
	Experience in using content management systems	E
	Experience of managing, marketing and hosting programmes of professional events in the Education sector	D
	Experience of writing and editing for online and print	E
	Ability to translate complex academic ideas into plain English	E
	Experience in developing, implementing and monitoring digital communication strategies	E
	Experience in producing and managing content for websites including editing images and audio files	D
	Excellent IT skills, including demonstrable knowledge of Microsoft Office, and adobe programmes for financial, project management and communication purposes	D
	Ability to acquire new software package and technology skills	E



Communication	Excellent written and verbal communication skills and command of English	E
	Experience of producing materials for different audiences and in different formats, including online.	E
	Experience of writing press releases and working with the media	E
	Demonstrable experience of copy-editing	E
	Ability to proof-read and format documents to high standard within style and brand guidelines	E
	Ability to handle confidential and sensitive information	E
Planning and Organising Resources	Experience of designing and establishing systems and procedures to ensure effective and timely delivery of outputs including materials for publication and events	E
	Ability to manage a diverse workload, working to tight and often competing deadlines	E
	Experience of managing budgets and financial processing	E
	Ability to maintain records effectively and accurately	E
	Ability to keep work practices, systems and procedures under on-going review and update and amend as required	E
Teamwork and Motivation	Experience of training, managing, providing guidance to and overseeing junior members of staff	E
	Commitment to work as a part of a team and support colleagues	E
	Commitment to develop constructive working relationships with colleagues within the Centre and the School	E
Liaison and Networking	Ability to effectively network and consolidate constructive relations with professionals in the academic, policy, governmental, and NGO sectors	E
	Ability to develop effective relationships with academics, funders, professional services staff, students, the Centre's visitors and alumni, the central Communications Division, LSE Life, LSE Advancement and other colleagues across the School	E
Service Delivery	Ability to provide a high standard of service in a timely manner in	E



	<p>response to internal and external requests</p> <p>Demonstrable ability to spot errors, inconsistencies and ambiguities in all aspects of work</p> <p>Experience of reviewing processes and procedures to improve outcomes, reduce costs of improve efficiency</p>	<p>E</p> <p>D</p>
Initiative and Problem Solving	<p>Ability to think creatively and propose new strategies and ideas to advance the objectives of a project</p> <p>Ability to exercise initiative in selecting a course of action to solve day-to-day problems as they arise and to recognise when a problem should be referred upwards</p> <p>Self-motivation and the proven ability to be pro-active and manage tasks with a minimal supervision</p> <p>Ability to think calmly and creatively to generate possible solutions to problems</p> <p>Ability to adapt to changing circumstances and deadlines</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Analysis and Research	<p>Experience of designing own analyses and conducting research to inform strategic objectives and develop delivery of communications and Events to meet the Department, School of wider public needs</p> <p>Ability to fact check and research content in submitted work</p>	<p>E</p> <p>E</p>

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

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