



## 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:** Communications Coordinator

**Department/Division:** Middle East Centre

**Accountable to:** Communications Manager

### Job Summary

The Middle East Centre seeks to recruit a Communications Coordinator to work on all aspects of the Centre's communications, online presence and publications. The post-holder will play a key role in regularly updating and improving the quality and reach of the Centre's communications work and impact.

### Duties and Responsibilities

#### Communications

- Work on all aspects of the MEC's communications and outreach activities, insuring effective dissemination of MEC research outputs.
- Manage the Centre's project to create and maintain mappings of 1) academic journals, including contacts, kinds of articles published and the means of submitting articles 2) publishers, including contacts and information about their MENA sections 3) MENA research centres.
- Promote the use by Centre staff of databases of contacts, journals and publishers.
- Identify non-MEC Middle East-related research activity from across LSE and connect this to the Centre.
- Maintain strong working relations with other research centres and service departments at LSE including: Press and Information Office, Digital, External Relations, Events and other centres and teaching departments.
- Engage with the Middle East students' community at LSE and encourage them to take part in Centre activities.
- Actively participate and engage with other communications professionals around the School through attending meetings and taking part in working groups.
- Identify and develop connections with external organisations in the UK and the region including: government, media, businesses, NGOs, diplomatic community, other academic institutions, parliament, think tanks, Middle East associations in the UK and others.



### Website

- Write, edit and upload high-quality written content for the MEC website.
- Working with the Communications Manager, regularly update and refresh the design and visual identity of the website.
- Support the Communications Manager in monitoring, evaluating and benchmarking the impact of digital communications.

### Social Media

- Work closely with the Communications Manager to devise strategies to drive traffic to the Centre's social media channels.
- Write and compile the MEC newsletter.
- Proactively run social media channels on a day to day basis, providing regular, compelling updates (currently on Twitter, Facebook, Soundcloud and Instagram).
- Create engaging graphics and select compelling images to boost engagement on social media channels.
- Work with the Communications Manager in commissioning, filming, editing and producing video materials.
- Monitor and follow activities of other online social media users.
- Explore and exploit other potential opportunities to successfully communicate through digital media by keeping abreast of all latest developments in the field.

### Publications

- Liaise with authors throughout the editing and production processes.
- Edit and proof read papers.
- Manage peer review process.
- Design publications, including typesetting, images and artwork.
- Manage the production, printing and dissemination of publications.
- Liaise with contributors to the MEC blog, commissioning, editing and uploading blog contributions.
- Act as rapporteur to write conferences proceedings and workshop reports.
- Develop a good knowledge of the publishing industry and develop relationships with colleagues in the field.

### 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.



Attendance at some evening events is necessary.

Travel in the UK and internationally will be required.

### **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 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.