



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: Managing Editor, COVID-19 Blog

Department/Division: School of Public Policy Accountable to: Dean

Competency	Criteria	E/D
Knowledge and Experience	Educated to Master's level	E
	Demonstrable experience in blogging, preferably using the WordPress blogging platform	D
	Demonstrable experience using social media tools such as Facebook and Twitter in a professional context to disseminate and publicise work	E
	Ability to acquire new software package and technology skills	E
	Experience of writing for a policy-maker audience	E
	Good understanding of the use of social media within universities, think tanks, research groups and government	D
Communication	Demonstrable experience of copy-editing	E
	Demonstrable commitment promoting engagement of policy makers and lay audiences with the social sciences	E
	Excellent written and verbal communication skills and command of English	E
	An understanding issues around copyright, publication ethics, and when to refer potentially controversial or situations to others	D



Teamwork and motivation	Ability to work independently and manage the blog on a daily basis.	D
	The ability to work collaboratively and flexibly across LSE's academic departments and service divisions	E
	Strong organisation and planning skills to ensure a steady flow of blog posts, working with a variety of contributors	E
	Examples of having organised own work and met deadlines in accordance with agreed expectations	E
	Ability to effectively network and consolidate constructive relations with professionals in the academic, policy, governmental, and NGO sectors	E
Service Delivery	High levels of organisation to monitor and progress many tasks concurrently and efficiently in order to ensure deadlines are met	E
	Ability to evaluate and analyse which blog post topics and social media updates prove popular with followers and readers	E

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

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