



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite 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: Hellenic Observatory Manager

Department/Division: Hellenic Observatory, European Institute
Accountable to: Hellenic Observatory Director

Job Summary

The HO Manager ensures the effective management of the Hellenic Observatory's (HO) administration, in particular its busy and high-profile events programme and its communications strategy; managing the HO budgets (following established procedures), and overseeing the Human Resources appointments for the unit.

The key responsibilities of the role are to line manage the HO Administrator to ensure the effective and efficient delivery of the HO Events programme, the budgetary processes and financial reporting as well as overseeing administration and the HR processes; allocating resources and tasks to ensure service quality, efficiency and continuity.

Duties/Responsibilities

Management and leadership

- To line manage the HO Administrator and any posts related to the HO Events Programme, supervising events stewards, and to recruit stewards for events as needed.
- To regularly review and evaluate the allocation of tasks within the HO office and assess staffing needs.
- To supervise and allocate tasks to support staff in their duties as appropriate, and to ensure quality control of the departmental events and communications strategies such as, budgetary processes; human resources; blog; PhD Symposium; major events.
- To train staff on all issues related to events management and communications in the Department.
- To undertake recruitment of staff, as required.

Public Events

- To play a key role in the development of the HO's Events Strategy, working closely with the HO Director and Deputy Director, including advising on School policies and procedures and best practice.



- To play a key role in the planning of the HO's Events Programme, including researching and suggesting ideas for public events, taking into account current events and the HO's research programme.
- To manage the HO public events programme with the assistance of the HO Administrator.
- To liaise regularly with the Events managers in other departments on possible events collaboration and to share best practice.
- To encourage collaboration on events with the European Institute and its other EI affiliated research units – LSE Research on South East Europe (LSEE), Contemporary Turkish Studies, Forum for European Philosophy, and the Cañada Blanch Centre.
- To oversee the communication with the offices of high profile speakers, and press and guest enquiries, and to take lead responsibility for contact with potential external events partners, representing the HO and School professionally.
- With the support of the HO Administrator to liaise with the School and, where appropriate, external suppliers over room hire, catering, post-event dinners or receptions, security, audio visual equipment, invitations and guest speakers' requirements.
- To apply for the HO's higher-profile events to be included in the LSE's Public Lecture Programme (PLP).
- To ensure that the HO complies with its legal and statutory obligations when conducting events, including Health and Safety checks and Risk Assessments, and to brief HO staff as appropriate.
- To consider the HO/EI and LSE's Equality, Diversity and Inclusion (EDI) plan during events planning and strategy meetings, including actively encouraging gender balance and diversity in the HO's events portfolio.
- To ensure all events are delivered in line with the School's guidelines and regulations for public events including data protection and freedom of speech.
- To consider wider implications when agreeing to take on an event for the HO (e.g. implication of book sales, security for high profile guests, planning for dinner receptions, etc.).
- To communicate with HO and LSE staff, and external academics and partners, including organising event briefings and meetings as required.
- To take lead responsibility for contact with potential external event partners and be the lead person to engage with senior external figures (VIPs) on events.
- To ensure effective publicity and marketing for events is delivered including via the HO and LSE websites, newsletters, social media and announcements via external channels, and ensuring key audiences are reached.
- To organise contingency planning to minimise risk and ensure that in an emergency scenario the event will still run smoothly, and to communicate these plans as appropriate.
- To attend the larger HO events to ensure that they are properly administered and run smoothly.
- To manage the events budget, including organising reimbursement of speakers' expenses, preparing invoices where required, and ensuring that all expenses remain within budget with the



assistance of the HO administrator.

- To regularly brief the HO Director and Deputy Director on the Events Budget, including reconciliation of account(s) and providing budgetary projections.
- To work with the HO Director and Deputy Director in planning the budget for events, including consideration of cost implications for budgetary planning purposes, and taking the HO's overall budget into consideration.
- To network with guests and audiences during the HO's events and promoting the HO's activities.
- To oversee the compilation, editing and uploading of post-event content including audio and/or video podcasts is delivered in a timely manner.
- To analyse post event feedback and reporting to relevant management/LSE staff, noting all associated impact including any press coverage and speaker feedback.

Budget Management

- Monitoring budgets and providing an overview and advice on processes to the HO Director / Deputy Director, including virement of funds and following procedures in a timely manner.
- Reporting regularly to the HO Director and Deputy Director on the HO's financial resources.
- Ensuring correct and timely processing of expenses and reconciliation of budgets.
- Monitoring and reporting on donor fund income.
- Leading on financial planning for research grant applications, liaising with relevant School offices.

Marketing

- To oversee marketing for the HO's events programme, through the HO and School's websites and social media channels and, where appropriate, print or external media.
- To liaise with LSE's central Communications team over possible advertising of HO Events on the School's monitors, website and/or social media channels.
- To hold the HO's primary InDesign (or similar) license, and to keep up-to-date with the latest developments and training.
- To work together with the HO administrator on the promotional materials for the HO's Events programme.
- To work with the HO Director on the Institute's overall marketing strategy, including managing marketing-related events, and making suggestions for improving marketing strategies.

Publications/Communications

- Representing the Hellenic Observatory in external events calls to contacts in the UK and overseas.
- To serve as Editor of the HO annual newsletter and ensuring its wide circulation including contacting academic staff and researchers for news and updates, researching items and writing



articles, formatting the newsletter, approving print quotes, obtaining budget approval and authorising the print run, and dissemination via post and online.

- Updating and overseeing the production of the HO's promotional material, including: liaising with LSE's Design Unit and Reprographics and/or external printing companies, taking budgetary and print run numbers into account.
- Ensuring that the HO's distribution mailing lists are maintained, and that all details are up-to-date and that staff comply with Data Protection legislation in its usage.
- Developing new forms of communicating HO news and information, where applicable.
- Managing the Hellenic Observatory's blog, including editing blog articles and promoting them through social media.
- To ensure effective management for the HO's social media outlets, including Facebook, Twitter, Instagram, and LinkedIn - and keeping up-to-date with new social media trends and how these could be utilised by the HO.

Website

- To maintain editorial control over the HO website, including the creation and development of content and delegating updates when appropriate and setting appropriate schedules.
- To ensure information on the website is accurate and up to date, and that it complies with the School's central communications policies
- To work closely with the HO Director on the HO's overall website strategy and planning.

HO Administration and Development

- Liaising with other members of HO and LSEE staff to ensure the efficient and effective delivery of the HO's services, specifically with relation to events, budgetary and human resources processes.
- Attending and contributing to relevant HO meetings, including bringing items of relevance to the various meetings for discussion.
- Be the lead person to engage with senior external figures (VIPs) on the HO's Advisory Board, calling the meeting, preparing and distributing the agendas and related papers with the assistance of the HO Administrator.
- Attending HO Planning Meetings and contributing to the agenda and reporting with information and data, as needed.
- Contributing ideas to the marketing and promotional strategies for the HO.
- With the assistance of the HO Administrator to carry-out routine office tasks such as filing, photocopying, mail outs and room bookings.
- Ensuring compliance with the HO and School's legal obligations, including LSE's Equality, Diversity and Inclusion (EDI) policies and Ethics Code, the General Data Protection Regulation (GDPR), and the UK's Equalities Act 2010, and the Freedom of Information Act.

**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.

Equality and Diversity

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.

Environmental Sustainability

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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](#)