



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: Events and Communications Officer

Department/Division: School of Public Policy

Accountable to: Events and External Affairs Manager

Job Summary

The Events and Communications Officer is a member of the Events, Communications and Alumni Relations Team, which sits across both the European Institute and School of Public Policy. This role is responsible for planning, coordinating and promoting public events in the School of Public Policy and European Institute. The balance of responsibilities between these two departments will flex over time.

Duties and Responsibilities

Events Organisation

- Co-ordinating, organising and promoting public lectures, and conferences hosted by the Departments.
- Co-ordinating room hire, catering, security, audio visual equipment, invitations, guest lists, guest queries and guest speakers' requirements (*applicable to in-person events*)
- Delivering online events, including setting-up and testing relevant weblinks and Zoom webinars, and briefing guests on procedures.
- Writing to and liaising with VIPs, high profile and other speakers, and dealing with press and guest enquiries, liaising with LSE's Events team as required.
- Acting as a first point of contact for internal and external event enquiries.
- Assisting with the SPP Events budget – including preparing and processing reimbursements for managerial approval, general bookkeeping including monitoring expenditure and ensuring expenses remain within budget.
- Ensure that events run smoothly, including supervision of stewards as needed (*for in-person events*) and acting as a host for zoom webinar events including moderating Q&A sessions.
- Requesting and collating post event feedback.
- Process invoices, payments and related financial documents as necessary.

Communications

- Ensuring effective publicity and marketing for events, including designing and producing publicity material, and relevant print materials (e.g. brochures, booklets); and liaising with LSE's Design Unit and Reprographics and/or external printing companies, taking budgetary and print run numbers into account.
- Updating the SPP and EI websites and assisting with developing new content.
- Writing, editing and proofreading copy for webpages and social media platforms.
- Managing and updating social media outlets working closely with the Digital Communications Officer.



- Designing and producing events publicity material and social media assets.
- Editing event audio recordings and uploading the podcasts on website and social media.
- Liaising with departmental blog editors (e.g. the COVID-19 Blog Editor) on promotional material for the website and social media.
- Designing and producing digital newsletters to promote the events programmes.
- Keeping accurate records of sign-ups and attendance figures.
- Employing digital analytics to report on the impact and reach of events and website content.

General Administration

- Attending and contributing to relevant departmental meetings, including bringing items of relevance to the various meetings for discussion.
- Contributing to team working and relationships within the ECAR team and Professional Services teams in the SPP and EI, to ensure the efficient and effective delivery of administration in the departments.
- Compiling information and data related to your post, as requested, and to report this to management/relevant committees as needed.
- Carrying out routine office tasks as needed.
- Ensuring compliance with the Institute and School's legal obligations, including under the General Data Protection Regulation (GDPR), Equalities Act 2010, and the Freedom of Information Act.
- Upholding the School's commitment to ethics.

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 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.