

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: Editor, Latin America at LSE Blog

Department: Latin America and Caribbean Centre **Accountable to:** Centre Manager

Competency	Criteria	E/D
Knowledge and Experience	Degree-level qualification or equivalent, preferably in the social sciences.	E
	Significant experience of commissioning, editing, and publishing short-form content via Wordpress.	E
	Familiarity with digital comms issues, platforms, and strategies that can maximise the impact of blog and Centre activities.	E
	Experience of selecting, acquiring, manipulating, managing, and appropriately publishing visual materials.	E
	Strong web and IT skills, including familiarity with content management systems.	E
	Demonstrable knowledge of and interest in issues concerning Latin America and the Caribbean.	E
Communication	Excellent standard of written and spoken English, including awareness of different styles and registers.	E
	Ability to communicate in Spanish and/or Portuguese, including comprehension of complex texts and translation issues.	E
	Can convert complex ideas into prose accessible to non-specialists.	E
	Experience of communicating effectively with internal and external stakeholders at all levels of seniority, whether verbally or in writing.	E
Planning and Organising	Excellent organisational skills.	E
	Prioritises own workload, in particular when faced with conflicting deadlines and peaks and troughs in the work cycle.	E
	Keeps calm under pressure and when faced with unexpected circumstances and deadlines.	E
	Adapts quickly to changes in circumstances and priorities.	E

Teamwork and Motivation	Functions effectively in a team with other members of the Centre's administrative and academic staff.	E
	Evidence of motivation and ability to work independently without direct supervision.	E
	Collegiate approach to building relationships with other divisions to help them to achieve their aims and the School's mission.	E
Service Delivery	Demonstrates a high level of accuracy and scrupulous attention to detail in all aspects of work.	E
	Reacts appropriately and promptly to requests for advice and information.	E
	Proven ability to deliver projects on time under sustained pressure.	E
	Identifies stakeholder needs and facilitates the best solution available.	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.