



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: Graduate Internship: Podcast Assistant

Department/Division: Middle East Centre
Accountable to: Events Coordinator

Job Summary

To support the production of the third season of the LSE Middle East Centre's podcast *Instant Coffee*.

Duties and Responsibilities

Analysis and research

- Carry out independent research on complex topics related to podcast theme.
- Distill research into accessible and well-structured written content for podcast episodes.
- Generate research from varied and creative sources – both academic and non-academic.

Communication

- Provide accurate and timely information on project progress to line-manager and podcast team.

Liaison and networking

- Utilise LSE academic community in research and interviews for podcast episodes.
- Build new relationships with experts on podcast themes.

Service delivery

- Continuously assess and evaluate research, ensuring work is to high standard and rigorously fact checked.

Planning and organising resources

- Adapt to research obstacles and engage in creative problem-solving to meet project targets.
- Prioritise and manage multiple deadlines to ensure podcast episodes are ready for release according to schedule.

Teamwork and motivation

- Work with MEC podcast team to collaboratively curate podcast episodes.

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.