



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: Communications and Events Officer

Department/Division: International Growth Centre
Accountable to: Events and Stakeholder Engagement Manager

Job Summary

The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. We generate new evidence and innovative new ideas to improve the productivity of people and firms, as the key driver of sustainable economic development, and to support our government partners in transitioning to low-carbon growth pathways and protecting vulnerable populations. The IGC is a global research centre with a network of world-leading researchers and a set of resident country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, the IGC is majority funded by the UK Foreign, Commonwealth and Development Office.

Role Summary

The Communications and Events Officer will support the communications team to share the IGC's ideas, research findings, and policy advice with key external audiences. They will provide support across the team's activity, including digital, publications, PR and brand, and events (during busy periods of events, the individual will prioritise event-related activities). The post-holder will also provide key coordination for the Communications team, to help our operations run smoothly and efficiently.

The individual will get the opportunity to gain first-hand experience in communications for research and development economics.

Duties and Responsibilities

Events

- Assist with in-person and virtual event planning (incl. flight and accommodation bookings, liaising with delegates, event registration, running Zoom)
- Supporting the creation of events materials (incl. delegate packs, post-event, Zoom branding, EDI surveys, photo storage)
- Providing operational support on-site at events (incl. working with stewards and volunteers)
- Coordinating contracts and managing event monitoring and evaluation data for the Communications Team on the IGC's database

Digital

- Managing and maintaining IGC Mailchimp newsletter lists
- Making website edits incl. drafting text, sourcing images, and uploading content



- Coordinating digital contracts (incl. domains and website development)
- Supporting social media content development

PR and Publications

- Updating the IGC media tracker and media monitoring search streams
- Managing basic design and printing requests for marketing, event materials and publications
- Supporting with the production of publications incl. working papers and final reports
- Supporting data management for publications on the IGC database (“SPEAR”)
- Coordinating PR, copyeditor and publications contract

Coordination

- Developing productive working relationships with teams across the IGC – having a strong understanding of key processes across functions incl. Finance and Contracts, and responding to requests for communications support
- Supporting recruitment – incl. posting vacancies, collating applications, scheduling interviews
- Leading on content and folder organisation for the Communications team
- Asset management for IGC communications materials and technology
- Supporting inductions for new starters to the Team

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.