



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 Assistant
Ref no.:

Department: Centre for Economic Performance & Related Centres
Accountable to: Head of Public Affairs and Communications

Job Summary:

This Communications and Events Assistant will work in the public affairs and communications unit of the Centre for Economic Performance and related centres. The post holder will carry out a wide variety of tasks to ensure our policy-focused research reaches a wide audience. You will provide engaging and efficient communications support to research and academic colleagues in the largest social science research centre in the UK, including but not limited to fielding enquiries, office and information services, dissemination via social media, seminar and events organisation, grant reporting; and ongoing project and academic support. You will work in a friendly office with responsibility for a range of communications and events duties, working closely with the Head of Public Affairs and Communications, and a Communications and Events Officer. You will be the first point of contact for both internal enquiries and the general public.

Duties and Responsibilities

COMMUNICATIONS

- Supporting the Centre's wider communications and events activities. The CEP publishes around 70 working papers, 20 briefings and three editions of the flagship CentrePiece magazine a year. We also run a busy seminar series and host lectures and academic conferences. The postholder will be involved in assisting the organisation, production and promotion of events and publications.
- Maintaining contacts with different areas of the school such as the Communications and Events Divisions.
- Assisting with monitoring, creating content and posting on the Centre's social media streams as required (such as X, BlueSky, LinkedIn, etc.)
- Circulating internal communications, such as weekly "What's on at CEP" and "CEP in the News" round ups.
- Protecting the Centre's persona on social media.
- Being the first point of contact for internal and external queries and requests for assistance, whether in person, by email or by phone.
- Managing shared email inboxes; drafting responses, or forwarding for action.
- Liaising with other research centres and departments housed in 32 Lincolns Inn Fields with regard to room bookings seminar/conference rooms.



- Handling in-house magazine subscriptions, and other publication sales as required.
- Designing flyers, programmes, leaflets and promotional material
- Researching and updating relationship management database.
- Proofreading occasional Centre publications and output both for web and hard-copy publication, including CEP's magazine CentrePiece. Copy-editing and, when required, copy-writing short introductions for these.
- Commissioning and editing blogs by CEP academics.

SEMINAR & EVENTS ORGANISATION

- Organising the CEP Seminar Series and assisting the Communications and Events Officer in organisation of conferences, workshops and public lectures. Duties include venue booking, invitations, collating of papers, publicity, catering, organisation of hotel bookings and travel. Assisting with hybrid set up. Arranging meetings with speakers and staff; and organising offices for speakers, when needed. Keeping within events budget and processing expense claims.
- Developing ad-hoc events and facilitating networks, such as women economists network
- Promoting seminars and events on the CEP website and social media channels, including online or hybrid events and live streaming.
- Assisting with Centre public events, workshops and conferences, as required.
- Deputising for Communications and Events Officer as necessary.
- Assisting with internal Centre events, including welcome party, Christmas party and summer party.

GRANT REPORTING

- Keeping records of seminar and events attendance, press mentions, media appearances for performance indicators reports to sponsors.
- Entering and uploading Centre impact outputs on funder database.
- Maintaining database of journal articles published by CEP academics.

ONGOING PROJECT AND ACADEMIC SUPPORT

- Working closely with the Head of Public Affairs and Communications and Centres Manager on special projects, such as outreach to schools, building relationship management systems and equity, diversity and inclusion initiatives.
- Working closely with the Head of Public Affairs and Communications and Centres Manager on new initiatives requiring communications strategy, such as related centres or large-scale programmes.
- Covering for members of the support team (i.e. for annual leave, sick leave etc).
- Updating the CEP website as required.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.