



## 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: Events Manager**

**Department/Division:** LSE Events Office in the Communications Division  
**Accountable to:** Head of Events

Competency (HERA)	Evidence	E/D
<b>Knowledge and Experience</b>	Experience of organising large scale events such as public lectures and conferences, including experience of in person, online and hybrid events.	E
	Interest in the topics covered by the LSE events programme and LSE Arts	D
	Competent in the use of a range of IT – particularly Microsoft Office, databases, web editing and ability to learn new software packages	E
	Experience in having supervised and line managed staff	E
	Educated to degree standard or equivalent	E
<b>Communication</b>	Experience in communicating effectively with internal and external users at all levels, both verbally and in writing	E
	Ability to convey and present information in a meaningful and appropriate manner	E
	Confidence in communicating with VIPs and high profile individuals	E
	Ability to give clear, assertive instructions when briefing other members of staff – including those in your own departments, and event stewards	E
<b>Planning and Organising</b>	Proven ability to plan, prioritise and manage a demanding and varied workload with competing priorities	E
	Experience in overseeing budgets.	E



	Attention to detail when proof reading and printing materials, so that documents are accurate and correct	E
	Experience in maintaining effective electronic and paper records	E
<b>Teamwork and Motivation</b>	Ability to work as part of a team, and motivate other staff	E
	Ability to communicate well with other staff, in your team and others within the School	E
	Ability to work independently without direct supervision	E
	A flexible, helpful and positive attitude	E
<b>Service Delivery</b>	Ability to provide and ensure others provide a prompt, efficient and high level of service to internal and external users	E
<b>Problem Solving and Initiative</b>	Ability to use initiative to solve day to day queries and problems	E
	Ability to exercise initiative when handling problems or queries, and knowing when to refer them to a colleague or manager	E
	A proactive approach to developing programmes, including ideas of new events, especially in the LSE Arts programme	E
<b>Liaison and Networking</b>	Ability to build effective relationships with LSE staff at all levels	E
	Ability to liaise effectively with external contacts	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.**