



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 post-holder.

Job title: Events Coordinator

Department/Division: Middle East Centre

Accountable to: Communications Manager

Job Summary:

The Events Coordinator has lead responsibility for running the Centre's events programme and provides an efficient, professional and proactive administrative service for all MEC events. The post-holder is responsible for running the Centre office and will support colleagues to ensure the efficient organisation and management of other MEC activities.

Duties/Responsibilities

Events

- Run the Centre's events programme, including the public lecture series and research workshops and seminars. This includes strategic planning, identifying speakers, participants and topics, advertising and promotion, event registration, liaising with speakers and participants, booking venues, podcasts, transport, accommodation, security, catering and hospitality.
- Monitor and manage all events finances, with responsibility for annual events budget.
- Attend and ensure smooth running of all events.
- Organise internal Middle East Centre events and staff meetings.

Centre Activities and Administration

- Act as central point of contact and deal with general enquiries.
- Provide financial administration for central activities.
- Manage MEC office supplies, equipment and space.
- Coordinate the Visiting Appointments programme, including inducting and supporting visiting researchers throughout their stay.
- Provide basic IT support to colleagues.
- Provide administrative support to the Centre Director, Deputy Director, Communications Manager and research colleagues.
- Build and maintain good relations with colleagues in LSE divisions and departments.
- Coordinate the Centre's Management Committee, including organising meetings, taking minutes.



Communications

- Promote Middle East Centre events and activities around the School and externally.
- Design, write and send the MEC events newsletter.
- Use social media to regularly promote MEC events and related activities.
- Create, update and maintain events webpages, YouTube and SoundCloud.
- Maintain and expand the Centre's database and mailing list.
- Manage and expand the Centre's interaction with LSE students.

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.