



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite 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: Events Coordinator

**Department/Division: International Relations
Manager**

Accountable to: Student Experience

Job Summary

The Events Coordinator acts as the first point of contact for a wide range of events within the International Relations Department (IRD), aimed at a range of audiences, including the public, students, staff and alumni.

The key responsibilities of the role are to ensure the effective management and efficient delivery of IRD Events programming, (comprising, but not limited to, public lectures, workshops, seminars, conferences and IRD community events for both students and alumni). They will play a key role in the development of the department's engagement strategy and programming – including researching and proposing ideas for events that will enhance the Department's profile. They will be required to develop and maintain excellent working relationships with internal and external stakeholders in the delivery of events for the Department.

Duties/Responsibilities

Events Planning and Coordination

Public Events

- Co-ordinate and lead on, in consultation with the Student Experience Manager, the development and planning of the Department's engagement and events programme and strategy.
- To be proactive in advising on School policies and procedures and best practice, and keeping knowledge on these up-to-date.
- To take the lead in the planning of the IRD Public Events Programme, including researching and suggesting ideas for events, taking into account current events and the IRD's research and teaching programmes, liaising with faculty where required.
- To apply for the IRD's higher-profile public events to be included in the LSE's Public Lecture Programme (PLP).
- To consider the Department and LSE's Equality, Diversity and Inclusion (EDI) plan during events planning and strategy meetings, including actively encouraging gender balance and diversity in the Department's events portfolio.
- To consider wider implications when agreeing to take on an event for the Department (e.g. implication of book sales, security for high profile guests, planning for dinner receptions, etc.)



- To manage and deliver the Department's wide range of events, which include (but are not limited to) public lectures, seminars, conferences, community events, panels, and book launches.
- To take lead responsibility for contact with potential external events partners.
- To encourage collaboration on events with the IRD's affiliated research centres and units.

Community Events

- To work with the Student Experience Manager to develop and deliver a student engagement and alumni engagement events programme throughout the academic year.
- Facilitate the development and planning of the Department's 100th anniversary events, working closely with the anniversary committee.
- To monitor attendance and engagement with the Department's events and report as required at various fora.

Events Delivery

- To ensure that the Department complies with its legal and statutory obligations when conducting all events, including Health and Safety checks and Risk Assessments, and to brief staff as appropriate.
- To communicate with high profile and VIP speakers and their representatives, representing the Department and School professionally.
- To respond to press enquiries, referring queries to the School's Press Team as appropriate.
- To act as the main in-event contact, working independently, and, ensuring all elements of the event run smoothly and troubleshooting if problems arrive.
- To act as main liaison between guest speakers, press and LSE.
- To meet all guests, including VIP guests which include high-ranking Government officials and public figures, ensuring that they are looked after in the green room and briefed on what is expected of them during/after the event.
- To respond to guests of staff or speakers, ensuring that appropriate space has been allocated in the event.
- To attend all events to ensure that they are properly administered and run smoothly. This will require some evening work, as Department public events typically take place on weekday evenings, between 6.30-8pm, sometimes with dinners/receptions follow.
- To arrange external suppliers, venue/room hire, catering, post-event dinners or receptions, security, audio visual equipment, invitations and guest speakers' requirements.
- To administer the Department's events budget, including organising reimbursement of speakers' expenses, preparing invoices where required, and ensuring that all expenses remain within budget.

Teamwork

- To supervise events stewards, and to recruit stewards for events as needed.
- To train staff on all issues related to events management and communications in the Department.
- To work with the Departments' Communications and Events team to ensure the promotion of all Department events, through the IRD and School's websites and social media channels and, where appropriate, print or external media.
- To liaise regularly with the Events Coordinators in the IRD's cognate departments - European Institute, Government and the School of Public Policy - on possible events collaboration and to share best practice.



General

The post holder will also be expected to:

- Employ excellent written and oral communication skills
- Maintain an outstanding level of attention to detail in all aspects of the role
- To ensure excellent service delivery across all areas of the role
- Plan, prioritise and organise own work in accordance with agreed deadlines and objectives
- Resolve problems as and when they arise and understand when to refer/escalate to other colleagues.
- Work effectively as part of a team and with other Department and School colleagues
- Take a proactive approach towards personal and professional training and development
- Participate constructively in Department team meetings and one-to-one meetings.
- Offer ad hoc support to the PSS team during busy periods and provide cover during periods of absence.
- Participate in internal networks
- Undertake other duties, which are consistent with the nature and grade of the post, in response to Department needs.

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.