Job Description – **IGC Communications Assistant**

Hourly Paid, in the range of 16 to 24 hours per week

**Term:** start December 2014 – end February 2015

**Salary:** Hourly Paid at £11.48 per hour (excluding holiday pay)

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| The International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC organises and directs a global network of researchers and policy experts in economics, political economy and related disciplines, and works closely with developing country governments to undertake high quality research, and provide policy advice on economic growth issues. Based at LSE and in partnership with Oxford University, the IGC is initiated and funded by the UK Department for International Development (DFID).The IGC is currently seeking a Communications Assistant to work part time for three months on the IGC’s new website as well as a wide range of existing and new publications.Main Duties and Responsibilities:* To re-brand existing publications, including Policy Briefs and Working Papers, within a prescribed InDesign template.
* To update the current IGC website, especially with regard to researcher profiles and existing projects.
* To expand the IGC’s image library.
* 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.

Key required skills for the role are:* Strong IT and clerical skills in the use of the MS Office suite.
* Strong web development skills, including working knowledge of Wordpress.
* Strong design skills, and familiarity with design software (e.g. InDesign).
* Timeliness and courtesy in responding to queries, in person and via email.
* Capacity to work in close cooperation with others.
* Excellent written English skills.
* Strong interpersonal and communication skills, both written and oral.
* Ability to work under pressure and to tight deadlines.
* Familiarity with network-based organisations.
* Excellent attention to detail.
* An interest in the work of the IGC and development economics in general.

The post holder would be expected to work remotely, though regular meetings at the IGCs London hub would be a feature of the work. Own software not required.Interviews will be on Thursday 4 December from 9.00 – 12.30.We value diversity and wish to promote equality at all levels. |