



**International
Growth Centre**

International Growth Centre
London School of Economics and Political Science
Houghton Street | London WC2 2AE
United Kingdom

www.theigc.org | [@The_IGC](https://twitter.com/The_IGC)

Job Description – **IGC COMMUNICATIONS ASSISTANT**

Hourly Paid, full time preferred (part time possible with hours to be agreed)

Term: 5 August 2019 – 27 March 2020

Salary: Hourly Paid at £15.14 per hour (£17.96 including holiday pay)

The Communications Team at the International Growth Centre (IGC) is currently looking for an assistant to provide communications and administrative support for our Senior Communications Officer and Senior Events Officer for an 8-month period.

The role is anticipated to be full time (five days per week), with the possibility of hiring for two part-time positions depending on applicant availability.

Main Duties and Responsibilities:

- Uploading content to the IGC website including project summaries, blogs, researcher bios, and publications.
- Editing IGC communications outputs such as research project summaries, researcher bios, and some policy publications.
- Formatting of publications and other materials within Microsoft Word to adhere to IGC branding guidelines.
- Managing IGC staff mail lists via Google applications.
- Scheduling social media content.
- General administrative support as needed including supporting organisation of events (e.g., travel bookings, on-the-day support, etc.) and updating media monitoring and analytics spreadsheets.

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 and Google applications;
- Previous experience and/or personal interest in communications;
- Minimum of one year's experience in team administrative/support role and/or experience of supporting communications staff (website management, social media channels, editing content, and/or public events);
- Self-motivated, enthusiastic and proactive;
- Excellent attention to detail and ability to work on multiple tasks simultaneously;
- Ability to work under pressure and to meet tight deadlines;
- Ability to work in close cooperation with several teams at once, including those in the IGC's country offices;
- Excellent writing skills in English;
- Excellent interpersonal and communication skills, both written and oral;

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- An interest in the work of the IGC and development economics/international development in general.

Desirable, but not required, skills for this role are:

- Experience with managing websites via Wordpress;
- Experience with Adobe InDesign or other publications design software

The post holder would be expected to work in the IGC office at LSE, and attendance at regular meetings at the IGC may be required.

We value diversity and wish to promote equality at all levels.

If you are interested in being considered for this role, please submit your CV and a brief supporting statement with evidence of your suitability for the position to j.s.green@lse.ac.uk by Sunday, 7 July 2019.

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