



**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 EVENTS ASSISTANT**

Hourly Paid, part time, hours to be agreed (would be compatible with studies)

Term: 14 October 2019 – 29 June 2020

Salary: Hourly Paid at £14.27 per hour (excluding holiday pay)

The Communications Team at the International Growth Centre (IGC) is currently preparing for its leadership retreat, to take place 11-13 December, 2019 and its flagship event Growth Week 2020, to take place in June 2020.

To support these events we are looking for an assistant to provide administrative support for the planning and execution of the events.

The role is anticipated to be part time (2-3 days a week for the first few weeks), increasing to 5 days per week for some weeks prior to and during the events.

Main Duties and Responsibilities:

- Assist in issuing invitations and visa support letters to delegates;
- Arrange flight bookings for participants and speakers;
- Liaise with delegates and hotels regarding accommodation
- Track RSVPs and assist with the management of event registration
- Prepare and assemble delegate packs;
- Support IGC personnel in the general coordination of the logistics (catering, AV requirements, etc);
- Handle any general attendee queries and provide information in a prompt and efficient manner or field enquires to other colleagues as appropriate;
- Help support the day-to-day conference on-site operations (registration, room set-up, and other miscellaneous tasks);
- Oversee the dismantling and removal of the event materials and clear the venue efficiently.

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.
- Previous experience and/or personal interest in events/conference organisation;
- Minimum of one year's experience in team administrative/support role; Experience of supporting high-profile/ public facing events;
- Self-motivated, enthusiastic and proactive;
- Excellent attention to detail and ability to work on one project for an extended period;
- Ability to work under pressure and to meet tight deadlines on several tasks simultaneously;
- Ability to work in close cooperation with several teams at once, including those in the IGC's country offices;

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- Excellent writing skills in English;
- Excellent interpersonal and communication skills, both written and oral;
- An interest in the work of the IGC and development economics in general.

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 l.sili@lse.ac.uk by Sunday 22 September 2019.

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