



**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, Part-time (10-15 hours per week), compatible with studies.

Term: September 2020 – 31 March 2021

Salary: Hourly Paid at £16.36/hour

The Communications Team at the International Growth Centre (IGC) is currently looking for a part-time assistant to provide communications, events, and administrative support for our Senior Communications Officer and Senior Events Officer. The role is anticipated to be part-time (10-15 hours per week) with a flexible schedule.

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.
- Scheduling social media content.
- Supporting on webinar setup and logistics before, during, and after the event.
- Setting up speaker profiles and event pages on the IGC website.
- Liaising with event speakers and coordinating Zoom technical tests.
- Assisting with webinar promotion.
- Tracking and collating data for post-event evaluation.

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, Mailchimp, and Zoom;
- Previous experience and/or personal interest in communications and online events;
- Minimum of one year's experience in team administrative/support role and/or experience of supporting communications staff (online events, website management, social media channels, etc);
- Experience of supporting 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;
- An interest in the work of the IGC and development economics/international development in general.

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The IGC is Directed by the London School of Economics and Political Science (LSE) and the University of Oxford. The LSE is a charity and is incorporated in England as a company limited by guaranteed under the Companies Act (Reg. 70527).

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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 remotely, and attendance at regular online meetings with IGC staff 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 20 September 2020.

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