



**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 OFFICER**

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

Term: October 2021 – May 2022

Salary: Hourly Paid at £18.28/hour

The Communications Team at the International Growth Centre (IGC) is currently looking for a Communications Officer to provide communications support for an 8-month period.

The role is anticipated to be full-time (five days per week), with some flexibility for part-time schedules.

Main Duties and Responsibilities:

- Uploading content to the IGC website including event blurbs, 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.
- Producing and scheduling social media content (Twitter, Facebook, LinkedIn).
- Support with providing regular analytic updates on the success of IGC content and campaigns using a variety of tools such as Google Analytics.
- General administrative support as needed including supporting organisation of events (e.g., on-the-day support, etc.) and updating media monitoring 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 supporting communications staff (website management, social media channels, editing content, and public events);
- Self-motivated, enthusiastic and proactive;
- Excellent attention to visual and editorial detail and ability to work on multiple tasks simultaneously;
- Ability to work under pressure and to meet tight deadlines;
- Demonstrated ability to work as part of a team and in close cooperation with several teams at once, including those in the IGC's country offices;
- Excellent writing skills in English;
- Excellent formatting skills and ability to adhere to branding guidelines;
- 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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Desirable, but not required, skills for this role are:

- Experience with managing websites via Wordpress or Drupal;
- Experience with Adobe InDesign or other publications design software
- Experience managing social media channels and using related software

The post holder could work remotely or in the IGC office at LSE (or a combination), 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 e.yam@lse.ac.uk by 5th September 2021.

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