

Job Description – IGC EVENTS ASSISTANT

Hourly Paid, part time (up to 29.5 hours/week), hours to be agreed (would be compatible with studies)

Term: 11 July 2022 – 3 October 2022

Salary: Hourly Paid at £17.79 per hour

The Communications Team at the International Growth Centre (IGC) is currently preparing for an Energy and environment conference to take place in late September 2022.

To support this hybrid (online and in-person) conference, we are looking for an assistant to provide administrative support for the planning and execution of the conference. The role is part-time (3-4 days a week for the first few weeks), increasing to 5 days per week for a couple of weeks prior to and during the conference.

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 (in-person and online);
- Prepare and assemble delegate packs with information on the conference;
- Support IGC personnel in the general coordination of logistics (catering, AV requirements, Zoom setup, 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, Zoom, and Mailchimp.
- Previous experience and/or personal interest in online or hybrid events/conference organisation;
- Minimum of one year's experience in team administrative/support role;
- Experience of supporting webinars and 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;
- 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.

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 26 June 2022.