THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post-holder.

Job title: Centre Administrator

Department/Division: Middle East Centre **Accountable to:** Deputy Director

Job Summary: The Centre Administrator plays a key role in the Middle East centre, contributing to operations, the events programme, the visiting appointments programme and other research activities.

Duties/Responsibilities

Centre Administration

- Act as central point of contact and deal with general enquiries.
- Manage the MEC office space, facilities and resources.
- Provide financial administration for centre activities.
- Manage MEC office and events budgets.
- Administer Centre data in SharePoint and Salesforce.
- Provide administration for Centre meetings.
- Coordinate the MEC visiting appointments programme.
- Provide administrative support to the Centre Director and Deputy Director and for other Centre activities as required.

Events

- Plan the Centre's events programme, identify speakers and topics and consider event requests.
- Run Centre events. Responsibilities include advertising and promotion, website pages, registration, liaising with speakers and participants, booking venues, transport, accommodation, security, catering, hospitality, event recording, recruiting and managing support staff for larger events.
- Organise internal events for staff, fellows and associates.
- Manage events programme finances, with responsibility for allocation of annual events budget.

Communications

- Build and maintain good relations with colleagues in LSE divisions and departments.
- Write and send MEC newsletters, promoting events, fellows and other activities.
- Create, update and maintain events and fellows' webpages
- Create and update events recordings on YouTube and SoundCloud.
- Monitor and update core sections of the MEC website.
- Produce podcasts and audio-visual material.
- Contribute to writing Centre reports, with specific responsibility for events.

- Encourage student engagement with the MEC through events, publications, networks and participation in the research community.
- Act as lead Centre liaison with LSE student societies.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate. This post involves frequent work at evening events during term-time.

Free Speech
The Code of Practice on Free Speech outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental and energy impacts in the performance of the role and actively contribute to the delivery of the LSE Sustainability Policies.