



Position: Events Manager

Undergraduate Research Conference

1. POSITION DETAILS

Job title: LSE UPR Conference Manager

Status: 5 month tenure

2. KEY TASKS/ RESPONSIBILITIES

RESPONSIBILITIES

- Venue booking and organising appropriate facilities
- Planning, timetabling and budgeting for the event
- Securing a reputable guest speaker
- Liaising with departments to solicit dissertations to be presented
- Co-ordinate with undergraduates to prepare presentations
- Delegating and coordinating work with a deputy
- Event promotion - UPR social media channels, Alumni Network, TLC etc.
- Co-ordinating a team to deliver a professional conference on the day
- Participate in weekly UPR roundtable meetings

3. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED

Essential

- Interest in and commitment to the UPR mission.

- Ability to work flexibly within a busy team environment and willingness to support fellow members of the team
- Time management skills - able to delegate efficiently
- Strong interpersonal skills, with the confidence to communicate effectively, both in writing and verbally, with fellow students and staff at all levels

Desirable

- previous events management experience
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4. PERSON SPECIFICATION: PROFILE

Essential

We welcome applicants that represent any and all voices and we are committed to comprehensive representation, inclusivity and equality of access.

This position is open to:

- All current LSE undergraduate student in either their first or second year of study.
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5. WHAT TO EXPECT FROM THE ROLE

- Contributing to the advancement of the UPR as part of an energetic and ambitious team
- Playing a leading role in delivering our first undergraduate research conference