



Position: Marketing Officer

1. POSITION DETAILS

Job Title: Marketing Officer

Tenure: 12 months

Job Tasks: Working with the Marketing Director within the marketing team to co-ordinate LSE UPR events

Marketing Team Responsibilities: LSE UPR Conference management, co-ordinating LSE UPR events and managing the marketing of UPR activities.

2. KEY TASKS/ RESPONSIBILITIES

RESPONSIBILITIES

- Venue booking and organising appropriate facilities
- Planning, timetabling and budgeting for the event
- Event promotion - UPR social media channels, Alumni Network, TLC etc.
- Securing a reputable guest speaker
- Liaising with departments to solicit dissertations to be presented
- Co-ordinate with undergraduates to prepare presentations
- Co-ordinating work with the Marketing Director
- Co-ordinating a team to deliver a professional conference on the day
- Participate in 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
- Graphic design experience beneficial, but not essential

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.

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 third undergraduate research conference and other UPR events