



**Polis, Department of Media and Communications**

**Polis Manager (0.5 FTE – 17.5 hours per week)**

**Salary: £32,148 - £38,887 pa incl pro-rata.**

This is a one year part-time post with potential to become permanent and extend the hours – subject to funding.

Polis is the international journalism think-tank within the Department of Media & Communications at the London School of Economics. Led by Director Charlie Beckett it has an active events programme including lectures, seminars and an annual conference. It conducts research and produces reports into media change and international journalism working with academics and students within the LSE as well as media professionals. It provides a forum for media practitioners and the public to debate key contemporary journalism issues. It has a vibrant network and seeks to engage with media analysts and the industry.

We are looking for someone to manage Polis activities and to develop additional lines of work. The person needs to have good administrative and project management skills and an ability to work with a variety of people in teams and independently. Ideally they would have fundraising and research development experience.

In collaboration with the director, the Polis Manager will oversee our events and internship programme. They will support the Polis social media platforms, visiting fellowships and research projects as well as regular Polis activities such as the Summer School. Their key role will be to work with the Director to develop new lines of work and to expand research and other activities.

You will need to be an enthusiastic and intelligent person interested in international journalism both as a contemporary practice and a subject for high quality debate and research.

To apply for these posts please go to '[www.lse.ac.uk/JobsatLSE](http://www.lse.ac.uk/JobsatLSE)' and click on the "[Online Recruitment System](#)" link.

For further information on these posts, please contact Catherine Bennett, [c.i.bennett@lse.ac.uk](mailto:c.i.bennett@lse.ac.uk), 020 7955 6107. Regrettably, we cannot give informal advice on whether a candidate should apply.

The closing date for the receipt of applications is midnight on Thursday Friday 22 June 2012 (GMT). Regrettably, we cannot accept any applications received after this date.

Interviews are anticipated to be held on 6 July 2012.