

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 postholder.

Job title: Administrator 'LSEE Research on South Eastern Europe'

Ref no.:1225753

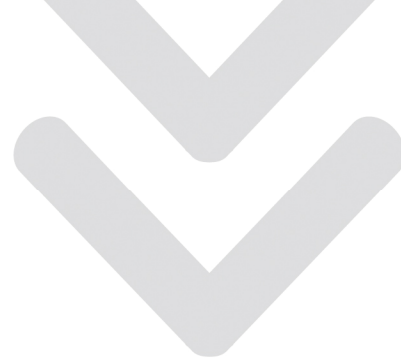
Department/Division: European Institute
Accountable to: Hellenic Observatory & LSEE Manager

Job Summary:

To provide high level administrative support for LSEE Directors and research staff. The main duties will include the management of a regular events programme both in the UK and in SE Europe; identifying, developing and maintaining a network of relevant academic and professional contacts; drafting and editing promotional and publicity material and the distribution of this; providing administrative support to 'in-house' research projects working closely with the research Division; being the first point of contact for external enquiries; general office duties to support LSEE, including photocopies and mailings.

Duties/Responsibilities or HERA Competencies

- PUBLIC EVENTS:** Managing the development of a full programme of public events (conferences; lectures; seminar; workshops, etc.), both in London and in SE Europe, often in collaboration with external partners, and managing their organisation on behalf of LSEE (arranging appropriate facilities and services such as audio visual set up, catering, travel, accommodation etc.); being responsible for mail-outs, publicity; preparing and maintaining relevant databases.
- PUBLIC RELATIONS:** Being the first point of contact for general enquiries and visitors to LSEE and routing queries to the appropriate staff. Representing LSEE in external calls and contacts in the UK and overseas. Taking initiatives to boost LSEE's contact networks and profile. Participating in relevant meetings with external contacts and representing LSEE in its public events.
- PUBLICITY:** Managing LSEE's external publicity to include Brochures, Discussion Papers Series, annual and monthly Newsletters, Website, and taking responsibility for agreed tasks relating to such matters (e.g. drafting the design and layout of the newsletters; liaising with printing firms, setting appropriate schedules; being responsible for the timely mail out of the newsletters). For the website, regularly updating entries, uploading items and creating links; also reviewing the design and advising on changes and using own initiative to improve this.



4. **ADMINISTRATION:** Managing the efficient administration of LSEE. Liaising with relevant colleagues within the Institute and School, including those linked to the Hellenic Observatory and the Turkish Chair, to ensure effective coordination. Communicating with School services to ensure that the needs of LSEE are met which includes: booking rooms, requesting catering for meetings, maintaining stationery supplies. Providing limited secretarial assistance to the Director of LSEE and its academic staff.
5. **FUNDING:** Supporting bids from LSEE for research grants and other forms of funding from external sources, both in the UK and the rest of Europe, by helping with contacts and the drafting of proposals. Gathering the necessary data and information to prepare the proposals. Assisting in the preparation of costings and liaising with other School divisions to ensure that such proposals meet the School's protocols. Liaising with the Research Division and ODAR, sharing and providing information and helping with contacts, meetings.
6. **BUDGET:** providing support to the LSEE Manager as necessary, to the management of accounts and processing payments and invoices associated with LSEE.
7. **STAFFING:** providing assistance to the LSEE Manager as necessary, with human resource matters.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

These duties are a guide to the responsibilities and nature of the post. 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 after consultation with the Director.

The post holder should be prepared to work flexible hours to respond to the irregular flow of activities within the unit.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.