Position: Editor-in-Chief

Position Details

Job Title: Editor-in-Chief

Tenure: 12 months

Job Tasks: In charge of the overall functioning and management of the LSE UPR blog, journal and team

Key Tasks/Responsibilities

- Planning the 2019/20 UPR year
- Allocating tasks to team members
- Organising half-termly team meetings and frequently liaising with team members
- Being the driving force behind UPR promotion (globally)
- Updating the UPR website (wordpress)
- Monitoring the email account and responding to any enquiries or submissions
- Overseeing all events, liaising with the marketing team throughout
- Creating and publishing the UPR journal
- Liaising with the LSE Government Department

Person specification: knowledge and skills required

- Strong team management skills and experience
- Interest in and keen commitment to the UPR
- Ability to learn quickly and take on multiple duties
Strong literary skills
Ability to work flexibly within a busy team environment and willingness to support fellow members of the team
Time management skills – ability multi-task alongside your studies.
Strong interpersonal skills, with the confidence to communicate effectively, both in writing and verbally, with fellow students and staff at all levels
Desire to broaden the scope of the UPR – progressing it forward

Person Specification: profile

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 students in their second year of study.

Editor-in-Chief is a demanding, but highly worthwhile, role. What to expect:

- Contributing to the management of the UPR on a weekly basis
- Maintaining the cohesiveness of the UPR team
- Fairly allocating tasks to team members
- Setting targets and ensuring they are met
- Contributing to the advancement of the UPR as a recognised platform for undergraduate research, including promoting it globally, suggesting new initiatives to bring in more supporters, and more.
- Being the overall point of contact, advancing strong relations with the Government Department and all relevant others
- Managing the UPR budget
- Managing the website
- Ensuring edited submissions are of a good, consistent standard
- Overseeing the Marketing Team’s organisation of the annual Research Conference and any other events
- Being the starting point for the call for journal submissions (subsequently delegated to the Marketing Team).
- Combining all edited journal entries into a journal ready to be published.
- Maintaining the UPR’s positive, professional reputation.

For any more details, please do email the current Editor-in-Chief at lseupr@lse.ac.uk