Position: Marketing Officer

Position Details

*Job Title:* Marketing Officer

*Tenure:* 12 months

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

*Marketing Team Responsibilities:* LSE UPR Conference organisation and management; coordinating LSE UPR events and managing the marketing of UPR activities.

**Key Tasks/Responsibilities**

- Suggesting and co-organising events throughout the year
- Co-organising the annual LSE UPR Research Conference
- Venue booking and organising appropriate facilities for events
- Planning, timetabling and budgeting for the event
- Co-ordinating a team to deliver a professional Conference on the day
- Contributing to general UPR marketing, including posters and flyers.
- Participating in UPR roundtable meetings

**Person specification: knowledge and skills required**

- Interest in and strong commitment to the UPR
- Ability to work flexibly within a busy team environment and willingness to support fellow members of the team
- Time management skills – ability to commit to multiple duties 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
- Initiative – coming up with new events ideas
- Independent thinking and action

**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 student in either their first or second year of study.

**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 fourth undergraduate research conference and other UPR events
- Contributing to the wider recognition of the LSE UPR as a leading body of undergraduate political research