



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: Communications and Events Intern

Ref no.:

Department/Division: Firoz Lalji Institute for Africa **Accountable to:** Communications Manager

Job Summary

The Firoz Lalji Institute for Africa (FLIA)'s role is to strengthen LSE's long-term commitment to placing Africa at the heart of understandings and debates about global issues. The FLIA works to forge new links with African scholars and institutions and increase the visibility of Africa in the LSE's teaching, research and policy engagement. Furthermore, the FLIA is growing rapidly and currently hosts four defined and expanding programmes: the Programme for African Leadership (PfAL), the Communications and Events programme (including the annual Africa Summit), the Research programme (largely focused on research in Africa), and the Africa Engagement Programme (AEP).

The AEP created the LSE Africa Internship Programme to support LSE African students and graduates gain work-experience with a short funded programme. The virtual/remote internship is open to residents of Africa currently participating in post-graduate programmes at LSE or having completed a post-graduate programme at LSE in the past 2 years. The programme is also open to current post-graduate students or recent alumni of the past 2 years who hold dual residency with an African country but may normally reside outside of the continent. The aim of this programme is to support selected students who have the intention of continuing their career on the African continent post-LSE or who are interested in working on African issues throughout their career. This will provide an experiential learning opportunity for these LSE students and alumni with graduate level work.

As part of the LSE Africa Internship Programme, the FLIA is looking for a highly motivated intern to join the team. Under the supervision of the Communications Manager, the intern will be tasked with supporting day-to-day communications, digital engagement and events programming across the Firoz Lalji Institute for Africa (FLIA) and its research centre, the Centre for Public Authority and International Development (CPAID).

As part of a dynamic team, the intern will support the creation of internal and external communications with relevant audiences through digital channels and events. The Institute is looking for a strong writer with technical abilities in content creation and social media, including a familiarity with CMS and direct-marketing tools. Committed to research dissemination and furthering debate on crucial global issues, the ideal candidate will also have experience in delivering public events and workshops.

The candidate will also possess strong attention to detail, display a creative approach to communication practices and have excellent organisational skills with a responsive and flexible attitude.

The Communications and Events Intern's main responsibilities are:



- To support the coordination and delivery of the institute's successful events programme
- To help source and produce content for digital channels and platforms
- To support the institute's long-term communications strategies, as well as day-to-day tasks
- To help communicate successfully the institution's output and support monitoring the effectiveness of various online and offline channels

Development Outcomes for the Intern

The Communications and Events Intern will receive mentorship, leadership development, and support from the Firoz Lalji Institute for Africa and LSE Careers.

Duties and Responsibilities

Knowledge and Experience

- Knowledge of the African context, either by personal experience or research
- Have an interest in the African continent and African development
- Knowledge and experience in content creation and professional social media, and event planning

Communication

To support the implementation of the marketing/communications strategy for the FLIA:

- Helping to build the Institute's brand among internal and external audiences as leading hubs for research excellence, thought leadership, real-world impact and policy engagement
- Assist in the promotion of research findings, news stories and high-profile public events via a range of digital channels including the FLIA website, social media, newsletters and the Africa at LSE blog
- Ensuring all public facing content meets quality, brand and style guidelines

To support the delivery of the FLIA events programme:

- Contributing creatively to the programme's themes, speakers and direction and coordinating calendars in line with other institute activities
- Assist in the creation of publicity materials and ensuring practical arrangements are in place, such as webinar logistics

Contribute to written content at FLIA:

- Writing compelling and high-quality copy, with the ability to adapt style and format for a range of different audiences and digital platforms
- Assist in the development of engaging stories about the Institute, and ensure these are edited, proofed, fact-checked and communicated effectively to relevant audiences



To assist in the creation of engaging content for the FLIA's website, newsletters and social media channels:

- Helping to drive engagement with the Institute's research and activities among the press, business leaders, civil society actors, NGOs and policymakers in line with communication objectives
- Helping update FLIA's website with compelling content according to design standards
- Using social media to drive engagement with the public events programme and grow online communities interested in current debates on Africa
- Assisting with the planning of newsletters to promote our key events, news and media activities directly to our audience
- Help produce and edit videos/audio and sourcing relevant imagery

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

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.