



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 Firoz Lalji Institute for Africa and the British Institute in Eastern Africa, in consultation with the postholder.

Job title: Research Communications and Events Internship

Ref no.:

Department/Division: Firoz Lalji Institute for Africa **Accountable to:** Director of the British Institute in Eastern Africa and the Africa Engagement Programme Manager, LSE

Job Summary

This three month internship, with possibility of extension for one month, is hosted by the Firoz Lalji Institute for Africa (FLIA), as part of the LSE Africa Internship Programme, in partnership with the British Institute in Eastern Africa (BIEA). The FLIA works to strengthen LSE's long-term commitment to placing Africa at the heart of understandings and debates about global issues, to forge new links with African scholars and institutions and to increase the visibility of Africa in the LSE's teaching, research and policy engagement. The British Institute in Eastern Africa conducts and supports innovative research in the Humanities and Social Sciences concerned with eighteen countries in Eastern Africa stretching from Sudan to Mozambique, mainly through its hub in Nairobi. It is one of nine British International Research Institutes supported by the British Academy to sustain world-leading research, promote research collaborations, and offer grant and funding opportunities.

The BIEA Research Communications and Events Internship at FLIA is open to any LSE masters student or recent graduate of African heritage seeking to build a career as an academic and researcher and to gain experience in the organisation of research events and communications. Applicants must either currently be pursuing research in Eastern Africa, or demonstrate an active interest in doing so, ideally as part of their masters dissertation research. They will either be currently studying or have completed a post-graduate degree at LSE in the 2022-23 or 2023-24 cohorts.

The successful candidate will initially be based at the FLIA, working for a minimum of two days per week for the first month of the internship (June-July). They may work flexibly, either at FLIA, remotely, or at the BIEA hub in Nairobi for part of the internship. Working arrangements, including the number of hours and dates, will be agreed upon in consultation with the BIEA director and the Africa Engagement Programme Manager, with a minimum of 320 and a maximum of 460 hours within the timeframe of June-September 2025. In the month of August, the intern will be given research leave to complete their dissertation/research project and will be supported with a small research grant (£1800) to undertake fieldwork within Eastern Africa, with the location and plan to be determined in consultation with their dissertation/research supervisor and the BIEA director.

The following skills and attributes are required:

- Knowledge of the African context, either by personal experience or previous research
- An interest in an academic research career
- An informed interest in the history, politics, society, development or culture of Eastern Africa
- A strong academic record



- Evidence of excellent research skills and training
- An engaging writer with close attention to detail
- Excellent organisational skills
- A collaborative approach and a responsive and flexible attitude

The following skills and attributes are desirable:

- Previous experience in communications, including writing for websites or social media
- Previous experience in event planning
- Administrative and organisational experience

Development outcomes for the Intern:

The Intern will receive mentorship, leadership development, and support from the Firoz Lalji Institute for Africa and the BIEA.

Duties and Responsibilities

The Research Communications and Events Intern's main responsibilities will be:

- To assist with decisions regarding the design and content of a new BIEA website and contribute to the editing and migration of content from the existing site.
- To support the planning and organization of at least two BIEA events, including a workshop on Digital Methodologies at LSE on 18-19 September 2025.
- To assist with social media and the administration and growth of the BIEA mailing list, supporting the institute's long-term communications strategies, as well as day-to-day tasks.
- To pursue high quality independent research of relevance to the BIEA (either as part of a current or recent masters dissertation).
- To publish at least two outputs (either blog or article for the BIEA and a blog for Africa@LSE), to provide one social media post and a short report for the BIEA annual review.
- To develop an application for PhD research or another application similarly aimed at building a research career.
- To familiarise yourself and comply with all relevant BIEA [policies](#), including the BIEA Code of Conduct and Research Policy, and relevant LSE policies (see below).

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 LSE 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.