



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: Religion Scholars Network Coordinator

Department/Division: Faith Centre/RGS

Accountable to: Faith Centre Manager

Job Summary

The Religion and Global Society (RGS) an inter-departmental unit, hosted by the LSE Faith Centre, which conducts and promotes religion-related social science research at the LSE. It explores the intersection of global religious pluralities and critical global issues including women's leadership and climate change. RGS supports the practical work of the LSE Faith Centre's programming through the production of new research insights and shares these with the academy, policy makers and practitioners alike.

The Religion & Global Society Research Unit (RGS) is looking to hire a Graduate Student to work on the relaunch and coordination our Religion Scholars Network. This interdisciplinary network draws together doctoral students and early-career researchers working on a broad range of topics related the religion.

The Religion Scholars Network Coordinator will require creativity, interpersonal and organisational skills to successfully relaunch the network, design events/ initiatives to bring in members and implement them to a high standard.

Together with the wider RGS team, the coordinator will work towards forming a strong network of faculty and post-graduate students and host a series of workshops across Autumn, Winter and Spring term. The post-holder will also support wider RGS events, write RGS newsletters, and contribute to the RGS Blog and social media.

The post would be particularly suitable for graduate students with experience in organising and supporting the delivery of events, using a range of social media tools in a professional environment, and having demonstrable written communication skills.

Hourly pay will range from £15 to £20 (including holiday pay), depending on experience.



Duties and Responsibilities

Events Coordination

- Organise and host a series of events (research seminars, networking, community building) for doctoral students and early-years researchers.
- Coordinate publicity and promotion of network events
- Update and maintain database of network members and subscribers
- Support monitoring, evaluation and reporting of the network.

Networking and Communication

- Build relationships across the school, identifying academics and research students with view to bring them into the network.
- Raise the profile of the network on social media and through school communication channels.
- Liaise on behalf of RGS with a wide range of UK and international students, staff and external organisations.
- Contribute to the RGS Blog by securing commissions and writing blogs.
- Write RGS Newsletters.

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.