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**Active LifeStylE
Communications Assistant**

**JOB DESCRIPTION**

**Accountable to:** Active LifeStylE Project Manager

**Hours:** Zero hour contract\* Variable shift pattern depending upon workload (this worked out an average of 5 hours a week last year during term time during Michaelmas & Lent Terms)

**Pay:** £9.40 per hour (London Living Wage)

**Location:** You will be based in London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP. However some activities will take you away from campus.

**Job purpose:** To promote the Active LifeStylE programme at LSE

**Key Responsibilities:**

* Creating content for the LSESU website and blog
* Drafting and sending out a fortnightly newsletter
* Broadcasting via social media channels (Facebook, Twitter, Instagram)
* Writing copy to go to print media
* Taking photographs and shooting films
* Various other ad hoc tasks as and when required by the Project Manager (e.g. attend sessions to record attendance)

**PERSON SPECIFICATION**

* Strong Interpersonal skills and enjoy working with Students
* Interest in sport and physical activity
* Organised and reliable
* Experience with photography and/or strong writing skills
* Experience of broadcasting content via social media
* Working knowledge of Microsoft Office (or equivalent)

\* If you are successful you will be guaranteed shifts during term time, but the zero hour contract is being used to ensure flexible working time for students