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**Annual Fund Communications Assistant**

**JOB DESCRIPTION:**

**Accountable to:** Student Opportunities Coordinator

**Hours:** 4 hours per week (zero hours contract)\* during term 1 and 2 with the option of further hours in term 3

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

**Location:** You will be based in the London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP

**Job purpose:** To support the LSESU Student Opportunities Coordinator to administer and report on the LSE Annual Fund: Student Projects Fund.

**Key Responsibilities:**

* Dealing with Annual Fund basic admin, paperwork, printing, answering email enquiries etc.
* Compiling a booklet of Annual Fund bids for the SU and School
* Updating basic details on the LSESU website
* Carrying out monitoring and tracking for the Annual Fund for reports
* Creating content for the LSESU website and blog
* 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 to support the team

**Person Specification:**

* Friendly and helpful manner
* Proficient in Microsoft Office
* Good organisational skills and attention to detail
* Enjoys working with students
* Experience with photography and/or strong writing skills
* Experience of collating content for online platforms
* Strong interpersonal skills

\*Zero hour contracts ensure flexible working time for students, and if you are successful, you will be guaranteed shifts during term time.