

**Communications Assistant**

**Accountable to:** Communications Manager

**Contract Length:** Short term 3 month fixed term contract (with possibility of extension).

**Hours:** 16 hours a week with some flexible working

**Location:** LSESU Office, 3rd Floor Saw Swee Hock Building

**Pay:** £9.15 per hour

**JOB PURPOSE**

LSESU is looking for a highly organised individual with communications experience to join our team on a part-time basis.

You will ensure that students are at the heart of our organisation’s comms by producing digital content that showcases the activities of student clubs and societies at LSE.

This is the ideal opportunity for someone who’d like to be part of a dynamic and professional comms environment and is motivated by the idea of making the LSE experience inclusive and rewarding for all students.

**The ideal candidate will have:**

* Social media experience
* Demonstrable photography skills
* The ability to work without supervision
* Fluent command of English and the ability to adapt tone to suit different audiences

**Responsibilities:**

* Planning and delivering digital communications
* Liaising with students
* Working quickly and meeting tight deadlines
* Following comms guidelines
* Proactively reporting back to the Comms Manager

