





## Events Assistant (Fixed Term)

### Who are we?

Founded in 1807, we are the oldest geological society in the world. Today, we are a world-leading communicator of Earth science – through publishing, library and information services, cutting-edge scientific conferences, education activities and outreach to the general public. We also provide impartial scientific information and evidence to support policy-making and public debate about the challenges facing humanity.

We have a membership (Fellowship) of c. 12,000, more than 2,000 of whom are based outside the UK. Approximately 3,000 are Chartered Geologists or Chartered Scientists - professionals who have demonstrated a high level of technical competence in their field and a commitment to professional ethics.

### Our strategy ...

-  Advance multidisciplinary Earth science to inform global issues
-  Be the inclusive and collaborative home for UK Earth scientists and increase our international orientation
-  Support professional development, careers and education in Earth science
-  Become a dynamic and responsive organisation with a strong digital identity

### The essentials ...

- Immediate start date
- Full-time. It is expected the successful applicant will work 9am - 5pm although core hours may shift around event needs
- Fixed-term contract until 5<sup>th</sup> December (with possibility of extension)
- £25,935 per annum (pro-rated to start and end date of employment)
- Hybrid working – 1 day per week working from home. Subject to the needs of the organisation

### What you'll be doing ...

#### Event Management

- Provide on-the-day support with the registration process
- Support events by raising invoices and resolving queries in a timely manner
- Assist with conference administration, including delegate liaison, abstract management, badges and other event requirements

- Assist with training course administration, including delegate liaison, course materials management and training requirements

#### Venue Hire

- Support the Venue Hire Lead with managing the room bookings calendar for all internal and external booking requests
- Assist with weekly booking and staffing sheets and cascade across relevant persons
- To deliver a portion of events across the week
- To have a sound awareness of all hybrid event facilities in order to be able to promote them to prospective clients
- To liaise with projection staff with regards to timings, payments, staff attending, training and use of equipment
- To ensure that all conference rooms and event areas are ready for use in advance of bookings

#### Catering

- To maintain good working relationships with the contract caterers and to ensure they follow basic Food Hygiene Regulations
- To maintain effective communication with caterers relating to all orders and requirements
- To oversee caterers whilst they are in the building

#### Teamwork

- To be proactive in identifying areas for potential improvement in the events programme
- To take part in developing more efficient ways of working within the team
- To ensure that positive working relationships are created with other departments at GSL
- To participate in team meetings

#### **Other responsibilities and expectations ...**

- To be proactive in identifying areas for potential improvement in systems with focus on sales and income generation
- Point of contact between the conference office and Reception, ensure they are fully briefed on all event activity

#### **What we're looking for ...**

##### *Essential*

- Able to start immediately
- Experience of working with external suppliers and speakers
- Personable, customer service and networking skills
- Awareness of events industry
- Awareness of running events for similar organisation or venue

##### *Desirable*

- Excellent organisational skills
- A commercial mindset
- Pro-active self-starter with a can-do attitude, uses initiative to make things happen
- Excellent reporting skills
- Ability to work to deadlines and juggle a varied and busy workload
- Team player, working effectively both independently and in a team



- Degree qualification (or equivalent)
- Working within a venue similar to Burlington House
- Experience of event sales and marketing
- Proven experience of working across multiple projects to tight deadlines
- Competent with Microsoft Office programmes
- Strong level of spelling and grammar

#### **A bit about us ...**

The Geological Society is a registered charity and employs just over 50 staff at its offices in London and Bath. Our London office is situated in the beautiful London hotspot of Piccadilly in Burlington House, just next door to The Royal Academy.

The Society is committed to fostering an inclusive culture that promotes equality, values diversity and maintains a harmonious inclusive environment in which the rights and dignity of all its members visitors and staff are respected. We are an equal opportunities employer and the post-holder will be expected to adhere to and support the Society's commitment to diversity, equality and inclusion.

#### **How to apply ...**

To apply for this position, please forward a copy of your CV together with a cover letter to [recruitment@geolsoc.org.uk](mailto:recruitment@geolsoc.org.uk). Please ensure that your cover letter highlights your experience in no more than 500 words.

As part of our inclusive recruitment initiative, we have introduced the concept of anonymous recruiting in order to evaluate applicants solely on their skills and experience. With this in mind, we encourage you to:

- Anonymise your application by stating only your initials in your CV (including your file name) and cover letter.
- State your initials only in the subject line when sending your application.
- Ensure that you have included your contact email and number, as well as dates when you will not be available or might have difficulty with the indicative timetable.

Please let us know if you will require any special provisions to be made should you be called for an interview. We regret that unsuccessful candidates will not be contacted.

All applicants must have the right to work in the UK.

