





Chartership Licensing Project Officer

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. 11,600, 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 ...

- Full-time (Monday – Friday, 9am to 5pm)
- 8 – 10 month fixed term contract
- £40,000 - £45,000 (depending on experience)

What you'll be doing ...

Manage and administer the pilot project to develop a recognition arrangement (RA) framework for licensing Chartered Geologist (CGeol) status to professional bodies overseas, using the new framework to secure three RAs within the project period.

Overall responsibilities / requirements ...

Systems and Process

- Setup systems and processes to manage new licensing framework and chartership applications.
- Setup systems and processes to manage quality control of applicants and assessments.
- Setup systems and processes to manage billing and data/records management and sharing.
- Setup Systems and processes to assess RA candidates for Chartership.

Support licensing application process

- Manage enquiries relating to licensing applications.
- Process applications for licensing including data entry and file management.
- Working with the Chartership Officer (CO) organise training for licensed organisation assessors.
- Support the CO to develop and manage the Society's Chartership assessor's training programme.
- Organise welcome packs & certificates and training materials.
- Ensure accurate record management and compliance with GDPR guidelines.

Provide effective support to Licensed organisations

- Ensure communications are handled in a prompt and professional manner.
- Ensure that Service delivery targets are maintained
- Ensure regular data collection from licensed organisations for their CGeol registrants.
- Organise invoicing and fee collections for licensing and associated fees.
- Organise periodic review of licensed organisations to ensure quality control.

Support Lead generation and promotional activities

- Working with the Head of Fellowship Services, develop and implement initiatives to promote and generate leads for potential partners for Licensing.
- Initiate and engage with potential partners for licensing.
- Working with the Head of Fellowship Services develop and maintain a licensed organisation engagement programme.
- Review and update web pages in relation to licensing.

Other responsibilities and expectations:

- Adhere to stated policies and procedures relating to health and safety, and quality management.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- To be proactive in identifying areas for potential improvement in systems
- Communicate and provide information by relevant methods internally and externally to assist and enable organisational operations and effective service to connect groups
- To ensure that positive working relationships are created with other departments at GSL.
- Undertake other tasks consistent with the role as reasonably required by the Head of Fellowship Services



- To provide cover for other roles within the department as required

What we're looking for ...

Candidates for this role will be required to demonstrate a range of skills, competencies, and abilities for the role. The successful candidate will be able to demonstrate:

ESSENTIAL

- Project management experience
- At least three years' experience of professional accreditations management and or Earth Science background
- Degree level academic qualifications
- Good records and process management skills essential
- Good organisational and administration skills essential
- Good interpersonal and communications skills
- Proficient in the use of Microsoft office suite
- Ability to work independently as well as within a team.
- Good problem-solving ability.
- Attention to detail.
- Flexible working approach
- Ability to work under pressure and meet deadlines.

DESIRABLE

- Chartered Geologist or Chartered Scientist qualification
- Experience of Microsoft Dynamics
- Experience of government funded projects

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.

As an employee conscious company, we invest in our staff by emphasising training, growth and progression in every role. We firmly believe in a positive work/life balance and offer a flexible approach to working from home as well as 25 days holiday (plus bank holidays) when you start with the option to add 2 extra days per year.

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 ...

As an equal opportunity employer, we kindly ask for applicants to anonymise CVs and cover letters before submitting by replacing your full name with initials.

To apply for this position, please forward a copy of your CV together with a short cover letter (500 words maximum) to recruitment@geolsoc.org.uk. Please ensure that your cover letter highlights your experience.

We would also be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for interview.

