

EDIA Officer

The essentials ...

- Fixed-term contract (2 years)
- Part-time (15–20 hours per week)
- ~ £14,500 per annum (depending on hours)
- Hybrid working, with some days per week based in our London office

Our EDIA Officer is responsible for the implementation and delivery of our equality, diversity, inclusion, and accessibility (EDIA) strategy. Working in partnership with senior staff, our EDIA committee, and Trustees, you will advance the Society's EDIA aims and objectives, providing expertise and knowledge to ensure the development of evidence-based EDIA programmes of work.

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.

What you'll be doing ...

You will be designing, planning, and delivering projects aimed at improving outcomes for our fellows and student members, other key stakeholders, and the wider geoscience community. In line with our EDIA Strategy, you will be responsible for monitoring and reporting on activities and progress alongside the EDIA Committee, producing an annual report.

Beyond this, you should expect to be fostering relationships with key stakeholders and external partners to ensure that the Society continues to embed itself as an inclusive and equitable role model, and leader throughout the wider geoscience community on a global scale.

Overall responsibilities / requirements ...

Main responsibilities:

- Manage the implementation and promotion of EDIA related activities across the Society, aligned with our EDIA Strategy.
- Oversee the implementation and evolution of the Society's EDIA Strategy, working with the Director of Science & Engagement to secure support from senior stakeholders across the organisation and the wider geoscience community.
- Ensure that EDI requirements remain fully linked and part of the Society's overall strategic vision.
- Work collaboratively with, and support, relevant stakeholders to deliver existing EDIA programs.
- To act as the custodian and liaison for Society EDIA matters, representing the Society externally where required.
- Manage relationships and foster engagement with external EDIA focused organisations, affiliations, networks, committees and groups (including but not limited to the D&I Progression Framework, DiG-UK, UGUK, AGU Inclusion and Representation in Geoscience Task Team, TIDE, the Equator Project, and Hidden Histories).
- Ensuring that the Society is at the forefront of EDIA as a leader within the global geoscience community.

Activities:

- Work alongside the Director of Science & Engagement to develop interventions and outcomes for specific EDIA Strategy objectives as ascribed.
- Review policies and procedures to enhance EDIA opportunities, ensuring all relevant guidance documents, policies, and processes are reflective of current legislation and supportive of a culture of inclusion.
- Monitor and report on EDIA Strategy progress to key stakeholders, when appropriate, celebrating success, and identifying key opportunities for improvement.
- Working with other team members, research on current and emerging trends in the EDIA landscape to apply and promote initiatives and share best practice.
- Update and develop EDIA resources for internal and external stakeholders, in a variety of formats, on key issues and/or developments as appropriate.
- Attend, lead and/or develop meetings relating to EDIA.

Collaborative working:

- Networking appropriately, maintain and developing relationships with EDIA professionals and organisations, sharing best practice and new ideas.
- Lead the coordination of EDIA related projects with external stakeholders and partners to support the delivery of key deliverables (e.g. AGU Task Force, Equator project etc.)
- Working alongside the EDIA Champion on Council, attend and provide secretariat support for the Society's EDIA sub-committee, reporting into our External Relations Committee where required.
- Policy – working with the Head of Policy and Communications in developing EDI related consultation responses, briefings, public statements.
- Progression Framework - engage in working groups of the framework and carry out the benchmarking process at the Society in partnership with the Director of Science & Engagement.
- Funding – working in partnership with the Funding team to administer our EDIA and Community grants
- Working alongside the rest of the 'This is Geoscience' project team at the Society, contribute to the project's aims and objectives ensuring that EDIA is appropriately centred in the campaign.



Other responsibilities and expectations ...

- Attend external training and personal development events to keep abreast of developments in equality and diversity across the Earth science sector and any changes in relevant legislation and policy.
- Arrange and participate in meetings, conferences, and project team activities where appropriate.
- To ensure that positive working relationships are created with other departments at the Society.
- Undertake other tasks consistent with the role as reasonably required.

What we're looking for ...

Essential

- Knowledge of EDIA regulations and legislation within the UK
- Commitment to diversity, equity, inclusion, and accessibility within the geosciences
- Excellent written and oral communication skills
- Excellent organisation skills and the ability to prioritise activity
- Excellent interpersonal skills and the ability to work effectively with multiple stakeholders
- Proven ability to form networks with key internal and external stakeholders

Desirable

- Educated to degree level in geoscience or related discipline
- Demonstrable knowledge of EDIA across the wider geoscience community
- Experience in committee management
- Experience in organising or convening events, meetings, and workshops
- Knowledge of best practice around diversity, equity, inclusion and accessibility in relation to the key job functions
- Ability to communicate complex concepts to a variety of audiences

The role may require some travel in the UK, and occasional weekend and evening working, however, agreed out of hours working will be compensated by time off in lieu (TOIL).

A bit about us ...

The Geological Society is a registered charity and employs just over 60 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 creating a positive workplace wellbeing culture and offer a range of benefits to our staff including:

- 25 days basic holiday entitlement, increasing up to 30 days with continued service (pro-rated for part-time staff)
- Option to purchase up to 2 days extra holiday days per year
- Contributory pension scheme with 10% employer contribution
- Access to 24/7 online GP with mental health & wellbeing counselling
- Free premium Headspace account for you and 2 members of friends/family
- Discounts and recognitions scheme
- Cycle to Work scheme
- Season Ticket Loan scheme



- Free access to Royal Academy exhibitions
- Free Geological Society Fellow membership for qualified staff

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. 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.

Applicants must have the right to work in the UK. The Society is unable to offer work visa sponsorships.

