

Higher Education 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 Higher Education (HE) Officer is responsible for our work with universities and other higher education providers, working in partnership with University Geoscience UK (UGUK) and other external bodies, in line with our Education Strategy. Working in partnership with senior staff, our Joint Higher Education Committee (JHEC), and Trustees, you will advance the Society's aims and objectives with respect to higher education, providing expertise and knowledge to ensure the development of evidence-based programmes of work to support student enrolment and retention with the geosciences.

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 student members, as well as other geoscience students globally, alongside other key stakeholders, and the wider geoscience community. You will be responsible for monitoring and reporting on activities and progress alongside our JHEC, and contributing to our flagship initiative, 'This is Geoscience' focused on student enrolment and careers.

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 with respect to higher education, and leader throughout the wider geoscience community on a global scale.



Overall responsibilities / requirements ...

Main responsibilities:

- Manage the implementation and promotion of HE related activities across the Society, aligned with our Education Strategy.
- Ensure that education and careers remain fully linked and part of the Society's overall strategic vision.
- Work collaboratively with, and support, relevant stakeholders to deliver existing higher education and careers programs.
- To act as the custodian and liaison for Society HE matters, representing the Society externally where required.
- Manage relationships and foster engagement with external HE focused organisations, affiliations, networks, committees and groups.
- Working alongside the wider 'This is Geoscience' project team to update and develop resources relating to student recruitment and careers where appropriate, including the management of our relationships with HESA and UCAS for data when required.

Activities:

- Work alongside the Head of Education to develop interventions and outcomes for specific HE strategy objectives as ascribed.
- Review policies and procedures to enhance HE opportunities across the Society, ensuring all relevant guidance documents, policies, and processes are reflective of current legislation and supportive of a culture of inclusion.
- Working alongside the Society's Accreditation Officer, monitor and report on HE recruitment and accreditation trends within the UK and internationally, reporting key information to relevant stakeholders and identifying opportunities for improvement.
- Working with other team members and external partners, stay abreast of current and emerging trends in the HE landscape to apply and promote initiatives and share best practice.
- Update and develop resources for internal and external stakeholders on key issues and/or developments as appropriate.
- Attend, lead and/or develop meetings relating to higher education and careers where appropriate.

Collaborative working:

- Networking appropriately, maintain and developing relationships with other HE professionals and organisations, sharing best practice and new ideas.
- Lead the coordination of HE related projects with external stakeholders and partners to support the delivery of key deliverables (e.g. UGUK, UK-GSA, ESTA.)
- Attend and provide secretariat support for the Society's Joint Higher Education sub-committee (JHEC), also reporting into our External Relations Committee where required.
- Policy – working with the Head of Policy and Communications to carry out research with Fellows, partner organisations and other stakeholders in developing HE related consultation responses, briefings, and public statements.
- Events – working with events colleagues to continue our annual Careers Day event, focused on bringing together geoscientists and students from across the disciplines into an engaging and dynamic event.



- Working alongside the rest of the 'This is Geoscience' project team at the Society, contribute to the project's aims and objectives with a particular focus on student recruitment and careers.

Other responsibilities and expectations ...

- Attend external training and personal development events to keep abreast of developments HE across the geoscience sector and any changes in relevant legislation or 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

- Educated to degree level in geoscience or related discipline
- Knowledge of geoscience education and the UK University environment
- 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 internal stakeholders
- Proven ability to form networks with key internal and external stakeholders
- Commitment to diversity, equity, inclusion, and accessibility within the geosciences

Desirable

- Experience in committee management
- Experience in organising or convening events, meetings, and workshops
- Experience working within a UK HE institution, either in a voluntary or paid capacity.
- Experience of working with large datasets and distillation of such data into key takeaways.
- Ability to communicate complex scientific 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.

