



The
Geological
Society

Training Courses Lead

The essentials

- Permanent contract, full-time hours (Monday to Friday, 9am – 5pm)
- £37,000 - £40,000 (based on experience)
- Hybrid working, typically two or three days per week in the office but may vary depending on workload. Some out of hours working may be required, with time in lieu offered.

This is an exciting role helping to bring one of our most successful innovations of recent years to the next level. You will take the lead on management of the Training Course programme from inception to completion, working within a friendly and dynamic events team. With help from our Training Course Committee and others you will secure a pipeline of repeat courses, lead the process of developing and commissioning new courses, work closely with convenors and trainers to bring courses to fruition, develop relationships with big customers and work with marketing colleagues to promote courses, organise the delivery of the courses and ensure customers are delighted with the outcome.

Who are we?

Founded in 1807, we are the oldest geological society in the world and a world-leading communicator of geoscience – through training, conferences, publishing, library and information services, education activities, and engaging 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 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.

Overview of Training Courses

In 2021, the Geological Society embarked on a journey by introducing its highly anticipated training courses, following a successful trial in 2020. Since then, these courses have become a cornerstone of knowledge dissemination within the geological community, covering a spectrum of topics, and have experienced a surge in participation. This widespread interest reflects the industry's recognition of the invaluable insights and skills that can be gained from these training programs taught by experts in the field.

Training courses have become a beacon of excellence within the geological community. Their success, marked by increasing participation and the positive impact on professional development, reaffirms the Society's dedication to advancing knowledge of geoscience and fostering a community of skilled and knowledgeable practitioners. They have



also become an important part of our financial strategy; the continued growth of our training course income will help the Society continue to thrive. Our training courses are mostly online and delivered by subject matter experts.

Key responsibilities and accountabilities

- Take overall responsibility within the Events Team for our Training Courses programme, from promotion to delivery, and achieving our net income targets
- Develop effective working relationships with society stakeholders, events team, Training Course Committee, Professional Committee, Chartership Officer and wider teams at the society including Publishing House to maximise opportunities for courses
- Lead on Training Course Committee meetings creating agendas and keeping members regularly informed
- Report on key areas in the Professional Committee meeting
- Successfully meet annual sales target for Training courses providing regular feedback on performance to Head of Events and Training Course Committee
- Work closely with our Marketing Executive to prepare detailed marketing plans and high-quality campaign content for promoting courses to delegates
- Total end to end management of course speakers, ensuring these relationships are nurtured and all documentation is processed promptly and accurately
- Ensure that all courses are accessible and organised to Society standards

Personal qualities

- Excellent interpersonal skills, and a commitment to collaborative working across the Society
- Self-motivated, proactive, with the confidence to act independently and with a flexible approach
- A commitment to personal development and learning

Leadership qualities

- Ability to work under pressure and to deadlines, prioritising work accordingly
- Positivity and enthusiasm
- Commitment to diversity, equality and inclusion, reflecting the Society's obligations as an equal opportunities' employer

ESSENTIAL

- Proven experience of managing multiple deadlines and delivering work and projects to schedule and budget
- Experience of events and/or project management
- Budget experience
- Commercial awareness and an ability to identify and capitalise on opportunities
- High level of IT literacy
- Excellent written and oral communication skills
- Excellent and demonstrable influencing, negotiating and relationship-building skills
- A willingness to embrace innovation and new ways of working.

DESIRABLE

- Experience of adult education or training courses management
- Degree level education
- Familiarity with scientific and/or technical disciplines



- Proven ability to engage with complex subjects
- Experience of working for a learned or professional society (or other charitable organisation with trustees, committees and volunteers)

A bit about us

The Geological Society is a registered charity and employs just under circa 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 you start, 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
- Life Assurance and Income Protection schemes
- 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 750 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.

First round interviews will take place remotely. 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.



Deadline for applications: Thursday 26th February 2026

Job start date: As soon as possible

All applicants must have the right to work in the UK. We are currently unable to sponsor visas.

