



The
Geological
Society

Warehouse Person

The essentials ...

- Permanent, part-time (12 hours per week). Tuesday, Wednesday and Thursday, 9am to 1pm.
- £12.79 per hour (£7,979.07 per annum)
- Office based at Publishing House, based in Bath

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 been a major publisher within the community since 1811. An independent and international publisher, we are dedicated to providing a high-quality service to geoscientists globally and any surplus is invested to support our discipline. We publish a diverse range of books and journals on the Lyell Collection, with over 10,000 pages of new peer-reviewed geoscience literature being made available every year.

What you'll be doing ...

The main purpose of this role is to fulfil book orders in a timely and accurate manner. The job holder is expected to be flexible and take on new duties as required.

Overall responsibilities / requirements ...

- Pick, pack and despatch orders worldwide
- Maintain warehouse space and equipment to a high standard
- Take receipt of new stock
- Prepare exhibition material for despatch
- Open or close premises at beginning or end of day (if first or last staff member in the building)

Other responsibilities and expectations ...

The job holder will be trained in appropriate health and safety, and responsibilities will include:

- Weekly forklift checks
- Monthly warehouse H&S checks (i.e., warehouse shutters, fire extinguishers, emergency lighting, racking, ladders, trollies, sack trucks, pump trucks, fire exit, and warehouse aisles)
- Ad-hoc general maintenance



What we're looking for ...

Essential

- Sufficiently fit and able-bodied to be able to move heavy and bulky items around the warehouse and to and from racking
- Basic computer skills (email, Excel, online forms, etc.)

Desirable

- Some familiarity with the warehouse environment an advantage
- Some familiarity with despatch options an advantage

A bit about us ...

The Geological Society is a registered charity and employs just under 60 staff at its offices in London and Bath. The Society Publishing House is based in Bath, from where we provide a full publishing service to an international geoscience community across a portfolio of books, journals, and associated products.

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 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.

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: 2nd March 2026

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

