



The
Geological
Society

Policy and Outreach Intern September 2018

About us

The Geological Society of London aims to improve knowledge and understanding of the Earth, to promote Earth science education and awareness, and to promote professional excellence and standards in the work of Earth scientists, for the public good. Founded in 1807, it is the oldest national geological society in the world and is both a professional body and a learned society. Today, it is a world-leading communicator of Earth science through its scholarly publishing, library and information services, cutting-edge scientific conferences, education activities and public outreach. It also provides impartial scientific information and evidence to support policy-making and public debate about the challenges facing humanity.

The Society is the UK's professional body for Earth sciences and has a worldwide membership (Fellowship) of over 12,000. Membership is growing year-on-year and, amongst younger members, gender balance is good. More than 2,000 of its members (Fellows) live overseas, with a strong presence in Hong Kong. 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. The Society is licensed by the European Federation of Geologists to award the title of European Geologist and works with partner bodies in the UK to maintain specialist professional registers. It accredits undergraduate and MSc degree programmes, and in-house professional training schemes provided by employers.

The Geological Society organises scientific meetings and events in London and across the UK. It publishes a range of scientific journals and thematic volumes that are internationally recognised for their quality and are available online and in print to its members and to libraries worldwide (www.lyellcollection.org).

The Society has built a reputation for providing policy-makers with impartial and authoritative input and advice based on sound science, including potentially contentious issues such as shale gas, radioactive waste, and mineral extraction (www.geolsoc.org.uk/geology-for-society).

The Society is a registered charity, with an annual turnover of nearly £6 Million, a balance sheet of £9 Million, and a staff of around 60 located in London and Bath.

Our strategy

The Geological Society's 2017-27 strategy can be found at <http://www.geolsoc.org.uk/strategy>, and our latest Annual Review is at <http://www.geolsoc.org.uk/annualreview>.

Role profile

Title:	Policy and Outreach Intern, full-time (35 hours/week)
Salary:	London Living Wage - £18,564 pro rata + paid holiday and benefits
Reports to:	Head of Policy and Engagement
Contract:	3 months with possibility of extension to 6 months upon review
Location:	Burlington House, Piccadilly, London

Purpose

The Policy and Outreach intern will report to the Head of Policy and Engagement and work within the External Relations team in the science and communications directorate. The purpose of this role is to support the Society's policy and outreach work by drafting and designing reports and materials on a number of critical geoscience policy issues and supporting the wider activities of the External Relations team.

Responsibilities

- To draft and design policy briefing notes on critical issues as they relate to geoscience policy areas. These might include areas such as carbon capture and storage, metals and materials for low-carbon technologies, the value of geoscience to the UK economy and geological aspects of international development and many others. Exact topics to be discussed with candidates at interview depending on experience and background.
- To attend Geological Society flagship research meetings, public lectures and workshops and produce meeting reports/blogs/other communications as appropriate.
- To support the Head of Policy and Engagement in ad-hoc policy and outreach activities including writing and maintaining web content, creating content for the Society's social media channels and other activities in discussion with the External Relations team.
- To support the External Relations team in activities as they relate to the themed year programme and other upcoming media and outreach themes.

Person specification

Candidates for the role of Policy and Outreach Intern will be required to demonstrate a range of skills, competencies and abilities for the post. The successful candidate will ideally be a geoscientist with some relevant communications experience, who is committed to the Society’s objectives in service of science, profession and society, and be able to show the following qualities and experience:

<i>Essential attributes</i>	<i>Desirable attributes</i>
<ul style="list-style-type: none">• A degree in Earth science or similar• Strong written and oral communication skills• Strong organisational capabilities and the ability to manage competing priorities• Ability and capacity to work within a team to deliver work that relates to a number of areas• Commitment to diversity, equality and inclusion, and to the Society’s other core values as set out in its strategy	<ul style="list-style-type: none">• Some demonstrable communication or outreach experience• A strong understanding of how Earth science underpins people’s lives, and passion for communicating about this science.• Knowledge of and interest in current issues in policy-related Earth science themes.

How to apply

To apply for this position, please send a copy of your CV together with a cover letter detailing what interests you about the role and any relevant experience and through to recruitment@geolsoc.org.uk. Please ensure that your application fully addresses the appointment criteria in the person specification.

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.

Finally, please ensure that you have included your mobile and home telephone numbers, as well as dates when you will not be available.

RECRUITMENT TIMETABLE

Closing date for applications: Friday 19 October 2018

Interviews: Applicants will be reviewed on a rolling basis.

Position starts: TBD

These dates may be subject to change and applicants will be advised in advance should this happen.

Recruitment process

Successful candidates will be contacted for interview. Due to the high volume of applications we receive, we are not able to respond to every application in the initial recruitment stage.

Queries

If you have any queries on any aspect of the role, the appointment process, or need additional information, please use the e mail address listed above.