



The
Geological
Society



Funded by
UK Government







Planetary Science Education Assistant

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. 11,600, 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.

Our strategy ...

-  Advance multidisciplinary Earth science to inform global issues
-  Be the inclusive and collaborative home for UK Earth scientists and increase our international orientation
-  Support professional development, careers and education in Earth science
-  Become a dynamic and responsive organisation with a strong digital identity

The essentials ...

- Full-time, Monday - Friday
- 12-month Fixed Term Contract
- Up to £26,775 per annum
- Hybrid working, typically, two 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.

The Geological Society has a [core mission](#) that is focused on supporting Earth & Planetary scientists, grow interest in the natural world, and connect science, the profession and society. Our education and outreach activities support this work across all [five of our science themes](#). [Planetary Science](#) is one of these five key themes, and as such, we are



working to better engage with our community in this area, and the opportunities that this sector can provide. Our new project, '*using planetary science & space exploration to inspire future planetary geoscientists*' is generously funded by the UK Space Agency and aims to generate new resources and prospects for those aspiring to enter the planetary geosciences.

The planetary science education assistant will support the work of the wider UKSA project team and [Education department](#) to engage and educate new audiences about planetary geoscience and help to reverse the decline in university students taking on geoscience degrees. The assistant may also help to maintain day-to-day activities of the Education department, such as keeping in touch with school contacts, monitoring communication channels, and maintaining educational resources.

Responsibilities

- Lead on the investigation of current educational resources focused on planetary geoscience & space exploration, reporting gaps at different levels across the different subject areas where required. Identify opportunities for new, curriculum-linked resource provision.
- Work alongside the UKSA project team to interrogate the range of career opportunities available within planetary geoscience and space exploration, at various levels.
- Lead on the development of educational & careers resources focused on planetary geoscience and space exploration, supported by the wider UKSA project team.
 - This will include tactile handling boxes with meteorites, analogue materials, and 3D printed asteroid models and impact craters, as well as paper-based and digital resources.
- Provide administration for the UKSA project team, preparing meeting agendas and taking minutes, along with quarterly reporting on progress against agreed objectives.
- Work with the UKSA project team and external stakeholders to manage relationships and deliver collaborative projects where required.
- Attend external events (such as conferences, science festivals) with the project and/or Education teams, virtually or in person, representing the Society.
- Support the wider Education team in delivering workshops for school visits (primary and secondary age) focused on planetary geoscience & space exploration.
- Support the UKSA project and Education teams in the development and delivery of geoscience outreach via public engagement, particularly focused on planetary geoscience & space exploration.
- Carry out other responsibilities as required by the education and external relations teams.

Person specification

- Qualifications:
 - Essential – A-level (or equivalent) in Geosciences, Geography, or similar
 - Desirable - Degree (or equivalent) in Planetary Science, Geosciences, Geography, or similar
- Excellent oral & written communication skills; speaking to young people and the public both in-person and online.
- Experience of creating educational content for specified audiences, online and in person.
- Demonstrable interest in planetary geoscience (degree, work experience, etc.).



- Demonstrable ability to communicate complex scientific topics to various audiences and through various media.
- Ability to work effectively in a team.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- A passion for public and educational engagement.
- Open minded and creative, willing to take part in discussions and share ideas.
- Commitment to EDIA.
- Organised and able to meet deadlines.
- Intuitive and able to work on own initiative.
- Enthusiastic about Earth & Planetary Sciences.
- Willingness to learn and ability to receive feedback.
- Willingness to take responsibility for a variety of tasks, including administrative work.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. As required, post holders are expected to undertake other duties and responsibilities relevant to the nature, level, and scope of the post.

This role is funded by the UK Government, via the UK Space Agency.

A bit about us ...

The Geological Society is a registered charity and employs just over 50 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 a positive work/life balance and offer a flexible approach to working from home as well as 25 days holiday (plus bank holidays) when you start with the option to add 2 extra days per year.

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 ...

As an equal opportunity employer, we kindly ask for applicants to anonymise CVs and cover letters before submitting by replacing your full name with initials.

To apply for this position, please forward a copy of your CV together with a short cover letter to recruitment@geolsoc.org.uk. Please ensure that your cover letter highlights your experience.

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.

