





Training Course Lead

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), permanent
- £35,000 - £40,000 (based on experience)
- 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 overall purpose of this post is to support the Head of Events in delivering the Business strategy, taking the lead on management of the Training course programme from inception to completion. The position will work closely with the Training Course Committee to secure a pipeline of new courses alongside successful delivery of existing and repeat courses ensuring that financial targets are achieved.

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.

Throughout 2023, the Geological Society experienced a surge in participation, with over 800 enthusiastic delegates joining the courses across the year. This widespread interest reflects the industry's recognition of the invaluable insights and skills that can be gained from these comprehensive training programs taught by industry and academic 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 geological knowledge and fostering a community of skilled and knowledgeable practitioners.

Collin Serridge (Committee Member)

Key responsibilities and accountabilities

- To 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.
- To lead on Training Course Committee meetings creating agenda's and keeping members regularly apprised.
- To report on key areas in the Professional Committee meeting.
- To successfully meet annual sales target for Training courses providing regular feedback on performance to Head of Events and Training Course Committee.
- To work closely with our Marketing Team to prepare detailed marketing plans and high-quality designed materials 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.
- To ensure that all courses are accessible and organised to Society standards.
- To co-line manage the Events Coordinator with the Head of Events providing regular feedback and support to ensure their ongoing development.

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 and line management experience.
- 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.
- Budget experience
- Line management experience
- High level of IT literacy
- Excellent written and oral communication skills
- Excellent and demonstrable influencing, negotiating and relationship-building skills.

DESIRABLE

- Commercial awareness and an ability to identify and capitalise on opportunities
- A willingness to embrace innovation and new ways of working.
- Undergraduate level qualification, with proven ability to engage with scientific 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 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 cover letter to recruitment@geolsoc.org.uk. Please ensure that your cover letter fully addresses the appointment criteria in the person specification in no more than 750 words.

- Deadline for applications: Wednesday 3 April 12 pm
- Interviews: Early April
- Job start date: As soon as possible

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 applicants will not be contacted.

